

# **Space Family Education, Inc. (SFEI) Standard Operating Procedures**



**June 2011  
Revision B**

## Revision and History Page

Document Change Log for SFEI SOP			
Revision	Pages Affected	Brief Description of Change	Pub Date
-	N/A	Baseline Version	Aug 2007
A	16	Section 3.5 Staff to Child Ratios, was updated to reflect the new ratios being implemented by the end of the 2008/2009 school year	Feb 2010
A	17	Section 3.6 Curriculum and Enrichment was updated to remove references to specific curriculums (e.g., Pinnacle and A Beka) to demonstrate neutrality in religious matters and because the curriculum at the center was reviewed and changed.	Feb 2010
A	94	Appendix A Tuition and Fees Table, was updated to reflect the new annual membership fee for the 2008/2009 school year and correct due date	Feb 2010
A	30, 31, and 94	Section 3.19.1 Tuition Payment Schedule, Section 3.19.2 Late Payment of Tuition, and Appendix A were updated to remove weekly option for tuition payment and add bi-monthly option.	Feb 2010
A	34	Grant SFEI staff the appropriate prioritization for enrolling their children at the center	Feb 2010
A	many	Remove references to Kindergarten and update room assignments	Feb 2010
A	84	Add description of staff bonus and raise process	Feb 2010

A	Multiple	<ul style="list-style-type: none"> <li>• <b>Global change of migration to one-day</b></li> <li>• <b>Tuition update</b></li> <li>• <b>Clarification of tuition payment options</b></li> <li>• <b>Clarrification/update of age group ranges</b></li> <li>• <b>Addition of new year wait list category</b></li> <li>• <b>Temporary withdrawl wait list policy</b></li> <li>• <b>Clarification of acceleration policy</b></li> <li>• <b>Clarification of policy to specifically request deposit return</b></li> <li>• <b>TB test policy update</b></li> <li>• <b>Addition/clarification of wait list policy for fall births: Children born Sept 1 to Dec 31 of the current school year will be added to the Room 1 list on Jan 1. Children born after Dec 31 will be added to a Room list for migration the following year.</b></li> <li>• <b>Staff bonuses/raises</b></li> <li>• <b>Addition of staff position descriptions</b></li> <li>• <b>Other various clarifications/updates (see attached version w/tracked change)</b></li> </ul>	May 2010
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B		<ul style="list-style-type: none"> <li>• <b>Nap Policy Update</b></li> <li>• <b>Withdrawl of Parents Update</b></li> <li>• <b>Meals and Food/Food Allergy Update</b></li> <li>• <b>Membership Fee Update</b></li> <li>• <b>Tuition Update</b></li> <li>• <b>Section 3.11.2 BOD tuition points change</b></li> <li>• <b>Section 3.5 room 1-3 Ages/Ratios and reference to state childcare minimum standards document</b></li> <li>• <b>Section 4.5 changed withdrawal notice to 4 weeks</b></li> <li>• <b>Section 4.1.1 clarification of wait list Room 1-3 adjustments during the year</b></li> <li>• <b>1.2.1 Deletion of board of director work instruction reference</b></li> <li>• <b>Deletion of Section 9 due to implementation of employee handbook</b></li> <li>• <b>Section 3.10 addition of statement regarding liability for babysitting after hours</b></li> <li>• <b>Section 4.3 Video and Still Photography Waiver</b></li> <li>• <b>Section 2.1 Update of closed circuit tv system</b></li> <li>• <b>Section 1.2.1 update of monthly BOD meeting notifications</b></li> <li>• <b>Section 2.1.1 clarification of computers in older 2's rooms</b></li> <li>• <b>Section 3.10 clarification of tours scheduled via front desk</b></li> <li>• <b>Section 3.11.2 update of points to credits for clear difference between wait list points</b></li> <li>• <b>Section 3.11.4 update of standard fundraising</b></li> <li>• <b>Section 3.18 clarified we have 1 bus</b></li> <li>• <b>Sections 5.1.2, 5.3.3, and 5.3.4 to reflect that parents can drop off children in the morning either in their classroom or the cafeteria for breakfast (as long as it is after 7:30am)</b></li> <li>• <b>Section 5.3.2 update of computer use in room 5</b></li> <li>• <b>Sections 5.3.3 and 5.3.4 to add in the computer curriculum for Rooms 6-9</b></li> <li>• <b>Section 5.3.3 in mid-morning procedures and naptime procedures updates.</b></li> <li>• <b>Section 5.3.4 naptime procedures update</b></li> <li>• <b>Delete BOD and Staff Appendices</b></li> <li>• <b>Updated Appendix D</b></li> <li>• <b>Updated membership fee</b></li> <li>• <b>Updated Appendix C shelter locations</b></li> </ul>	
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The purpose of the Standard Operating Procedures Document is to summarize the background and purpose of Space Family Education, Inc. (SFEI), describe the Johnson Space Center Child Care Center (JSC CCC) facility and program, and define the policies and procedures under which the JSC CCC is operated.

## **1.0 INTRODUCTION TO SPACE FAMILY EDUCATION, INC. (SFEI)**

### **1.1 SFEI BACKGROUND AND PURPOSE**

SFEI was established in 1990 as a non-profit corporation under the laws of the State of Texas. Per the By-Laws of SFEI, the general purpose of the corporation is to establish and maintain a high quality educational day care facility for persons employed at NASA Johnson Space Center (JSC).

Policies of the corporation are directed towards four major goals:

1. To foster and promote the welfare and morale of parents employed at NASA JSC, by providing a high quality, educationally directed on-site day care facility.
2. To foster and promote the education and welfare of children enrolled in the facility.
3. To promote good communication and relations between members of the corporation, the Board of Directors, the Facility Director, and the facility staff.
4. To carry out fund-raising activities in order to raise revenue for the maintenance and enhancement of the facility and equipment used by the facility, and for financial assistance to members and staff as approved by the Board of Directors.

The day care facility is called the JSC Child Care Center (JSC CCC). The building is a NASA-owned facility that falls under the NASA umbrella for facility management and safety operations, including the Voluntary Protection Program (VPP). The relationship between SFEI and JSC is governed by the rules outlined in a Memorandum of Understanding (MOU).

Information about SFEI and the JSC Child Care Center (including an electronic version of this document, the JSC-to-SFEI MOU, and the Corporation By-Laws) can be found at <http://childcare.jsc.nasa.gov/>.

### **1.2 SFEI MANAGEMENT**

#### **1.2.1 Board of Directors**

Administration of SFEI is by Board of Directors. The Board of Directors is elected via a general membership vote and consists of five members: President, Vice President, Secretary, Policies and Procedures Chairman, and Treasurer. The SFEI By-Laws describe the eligibility requirements, election process, and the responsibilities of each position on the Board. All decisions concerning SFEI, which have been delegated to the Board, must be decided upon by a majority vote of the quorum, which is three Directors.

The Board is responsible for the following:

- Ensuring the solvency of the corporation
- Meeting at regular intervals at least six times a year, not including the annual General Membership Meeting
- Preparing the agenda and carrying out the annual General Membership Meeting each June
- Appointing committees as required and delegating to them such duties as deemed necessary
- Hiring and managing the JSC CCC Facility Director
- Approving the annual budget

SFEI holds a Board of Directors meeting the third Thursday of each month. The meeting is open to all SFEI members. The time, location, and teleconference information (if available) of the meeting is posted on the CCC entrance door and the JSC CCC website. The general purpose for the meeting is to discuss current activities at the center, policy changes, upcoming events, current financial status, etc. Members who wish to add an item to the agenda should contact the JSC CCC Facility Director or a Board Member prior to the meeting. The minutes from these meetings are published on the SFEI website under "Member Info".

### **1.2.2 Staff**

SFEI employs a full-time staff to manage and operate the JSC Child Care Center. Staff members include a Facility Director, Assistant Facility Director, Office Manager, classroom teachers, and cafeteria personnel. The Facility Director is responsible for the hiring and management of the remaining SFEI staff. More details on staff policies and procedures are included in Section 9.0 of this document.

## **1.3 SFEI MEMBERSHIP**

The parents of all children enrolled at the JSC CCC or on the waiting list must be members of SFEI. Membership is open to Federal Civil Service employees, military personnel stationed at JSC, Exchange employees, and NASA JSC contractor employees (both on-site and off-site). SFEI staff members are also eligible to become members in a non-voting capacity. NASA employees being transferred to JSC may join SFEI and be placed on the waiting list when the reassignment is announced.

Members are entitled to place children on the waiting list, enroll children at the center (subject to availability), vote in elections for the Board of Directors, nominate others or run for Board positions, and vote to change by-laws. Each paid membership is entitled to one vote. A single person who qualifies for membership may join SFEI as a single member. A married couple with at least one spouse who qualifies for membership may join SFEI as a family membership, where both spouses jointly share one vote. A married couple, with

both spouses qualifying for membership, may join SFEI as two individual members, or as a family membership. Only one membership per family is required.

To become an SFEI member, the eligible person completes an SFEI Membership Application form and submits the form and membership dues (reference Appendix A) to the Office Manager at the center. The form may be obtained from the SFEI website under "Member Info" or from the Office Manager. Prorated rates are available for members joining mid-year, and are listed on the Membership Application form.

The data to be provided on the form includes contact information (address, phone numbers, email, etc.), employer information, and waiting list information (child's name, age, earliest enrollment date, etc.).

All members must renew their membership annually by paying dues on or before October 1. The dues cover all children in the family including both enrolled children and children on the waiting list. A reminder notice to pay membership dues will be emailed to all SFEI members each September. Members who have not paid by October 1 will receive a delinquent dues notice. Failure to pay membership dues by November 1 of each year will result in membership cancellation and automatic removal of the member's children from the JSC CCC Waiting List (if applicable).

Once enrolled, a child is only allowed to remain at the JSC CCC as long as at least one parent meets the eligibility requirements. If the employment status of a parent changes such that neither parent is associated with JSC, the child will be allowed to remain at the center for up to one month unless the child is enrolled in Pre-Kindergarten. Pre-Kindergarten students of parents that are no longer associated with JSC will be allowed to complete the entire school year. In the event of a member's death where the spouse is not a NASA civil servant or a contractor of NASA JSC, the surviving parent will be allowed to retain membership status, and the child will be allowed to remain at the JSC CCC.

## **2.0 JSC CCC FACILITY DESCRIPTION, HOURS, AND ACCESS**

### **2.1 FACILITY DESCRIPTION**

The JSC CCC is located at the Johnson Space Center in Building 211. The facility is 13,292 gross square feet. The JSC CCC is outfitted with nine classrooms, a cafeteria with a commercial-grade kitchen, water fountains, a computer lab/library room, a nursing room, a laundry room, an indoor play area, three outdoor playgrounds, a covered outdoor porch, a staff lounge, staff offices, and Men's and Women's adult bathrooms. A closed circuit TV system, with monitors in the main lobby, provides visibility into the cafeteria, play areas, and classrooms.

The closed circuit TV system allows parents to view their child's room and common areas remotely through the JSC CCC Video Monitoring System (VMS). When children first enroll at the CCC, their parent(s) will receive an access user ID and password after they sign a video waiver liability form. The JSC CCC VMS administrator will set up the account with the camera views the parent(s) will need access to. When a child changes classes, the VMS Administrator will be notified by the Office Manager and the appropriate camera access updates will be completed.

#### **2.1.1 Classrooms**

The classrooms provide approximately 45-50 square feet per child. Each classroom has age-appropriate restroom facilities including a sink for washing hands and brushing teeth (when applicable), a viewing window for parents to "sneak a peek" at their children, a cubby for each child, and a mailbox for the parents of each child. Food preparation stations are available in the infant and toddler rooms. Infant, toddler, and two-year-old rooms contain a diaper changing area. Computers are located in the older two-year-old through Pre-Kindergarten rooms and water fountains are available in the Early Pre-K through Pre-Kindergarten classrooms.

#### **2.1.2 Play Areas**

The JSC CCC has three age-appropriate outdoor playgrounds. Each playground includes shaded play structures and rubber padding or mulch in the fall zone for safety. The two playgrounds for the younger children also have an air-conditioned bathroom.

The indoor play area is carpeted with extra thick padding. This area provides an alternative to the outdoor playgrounds, especially when it is extremely hot, extremely cold, or raining. The indoor play area is also used for extracurricular activities such as karate.

Both the indoor and outdoor playgrounds have a water fountain.

## **2.2 CONTACT INFORMATION**

The mailing address for the JSC CCC is:

NASA JSC Child Care Center  
2101 NASA Parkway  
Bld 211/AHD  
Houston, TX 77058

The phone numbers to the offices and rooms at the JSC CCC are:

Main Phone	281-483-4734		Room 1	281-792-6013
Director	281-792-6031		Room 2	281-792-6014
Asst. Director	281-792-6029		Room 3	281-792-6015
Office Manager	281-792-6024		Room 4	281-792-6016
Staff Lounge	281-792-6027		Room 5	281-792-6017
Kitchen	281-792-6028		Room 6	281-792-6018
Cafeteria	281-792-6023		Room 7	281-792-6019
Nursing Room	281-792-6030		Room 8	281-792-6020
Lobby	281-792-6025		Room 9	281-792-6021
Cell phone 1			FAX	281244-2411
	281-413-4633			
Cell phone 2				
	281384-2647			

The website address for the JSC CCC is <http://childcare.jsc.nasa.gov/>.

## **2.3 HOURS OF OPERATION**

The JSC CCC is open from 7:00 a.m. to 5:30 p.m., Monday through Friday. Parents who arrive prior to 7:00 a.m. will not be allowed to leave their child even if the teacher is in the classroom.

Parents picking up their children after 5:30 p.m. will be charged a late pick-up fee, which increases every 15 minutes after closing time (reference Tuition and Fees, Appendix A). The wall clock in the lobby is used to assess the late pick-up fee. Payment is made directly to the caregiver in cash at the time of pick-up.

The JSC CCC is closed on all NASA JSC holidays. These include New Year's Day, Martin Luther King's Birthday, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving, Christmas, and any other additional days declared by the government. The center may also be closed for certain emergency situations as outlined in "Unplanned Closures and Evacuations." There will be no discounts in tuition for JSC holidays.

The JSC CCC school year calendar approximates local school district calendars for determining the first and last days of school and fall, winter, and spring breaks. Childcare is provided during scheduled school breaks except on the holidays mentioned above. The school year calendar is distributed each year during Open House.

## **2.4 ACCESS FOR NON-BADGED INDIVIDUALS**

Access to JSC requires a NASA badge. Individuals who do not have a NASA badge and need to drop off or pick up children from the JSC CCC (i.e. spouses and alternate contacts) can do so either by obtaining a visitor badge or by inclusion on the JSC CCC gate list. During enrollment parents submit the names of all alternate contacts for pick up of their children in the Basic Information and Contacts form. The Annual Contacts Update form is made available at the start of each school year during Open House. At this time, as well as throughout the year as required, parents can make changes to their contact list by contacting the JSC CCC Office Manager.

Those non-badged parents and non-badged other contacts, such as grandparents, who need regular, frequently recurring onsite access are placed on the JSC CCC gate list. For this purpose regular access is defined as at least once per week. The contact's name, date of birth, and driver's license number must be provided for the contact to be included on the JSC CCC gate list. **The JSC CCC gate list is only updated once per month (submitted to JSC Security on the 15<sup>th</sup>).**

Vendors who have recurring or specific onsite access needs will also remain on the list so as not to jeopardize the enrichment programs or create more work for the SFEI and building 110 staff.

Other non-badged contacts who need occasional access to the JSC CCC for drop off or pick up of children (such as out of town family members) will need to be badged in as visitors when they need access. According to JSC security policy, only US citizens are eligible to obtain a visitor badge. A visitor badge may be obtained for up to a 10 day window for contacts requiring daily access for a specific period of time (visitor badges may be requested online as late as the day of need via the JSC visitor badging system available from the JSC home page). SFEI staff will assist in the submittal of a visitor badge request per the visitor

badge request Work Instruction available in the open house package as well as during the year through the SFEI Office Manager.

All non-badged individuals who are not U.S. citizens must be cleared through JSC Security in Building 110. To obtain this clearance, a parent who has a badge must contact JSC Security and submit the necessary paperwork. Note that the clearance process may take as long as nine weeks. SFEI staff cannot assist in obtaining a visitor badge for non US citizens.

Non-badged individuals on the JSC gate list must do the following in order to access the JSC CCC:

1. Enter JSC through Gate 4 (off of Space Center Blvd. near Bay Area Blvd).
2. Inform the JSC security guard that you are dropping off/picking up a child at the JSC CCC.
3. Provide current driver's license, and the name of the child.

Visitors must do the following in order to access the JSC CCC:

1. Enter through the Main Gate (off of Saturn Lane near NASA Parkway)
2. Inform the JSC security guard in building 110 that you are dropping off/picking up a child at the JSC CCC.
3. Provide current driver's license, and the name of the child.

## **2.5 FACILITY MAINTENANCE**

Maintenance of the CCC Facility is shared by NASA and SFEI. Details of the services provided by JSC are included in the MOU. Repairs or upgrades provided by JSC are implemented using the NASA JSC work order system. Repairs or upgrades not covered in the MOU are the responsibility of SFEI. Occasionally, Parent Workdays will be held. On these days, parents are asked to volunteer to do light maintenance around the facility, assemble new toys, or other special tasks as needed. Teacher workdays may also be scheduled to allow the staff to prepare the classrooms for the start of the new school year.



### **3.0 JSC CCC GENERAL PROGRAM INFORMATION**

#### **3.1 JSC CCC LICENSING AND ACCREDITATION**

The JSC CCC is licensed by the Texas Department of Family and Protective Services (TDFPS). Information about TDFPS, including childcare licensing standards and SFEI past inspection reports, may be found at <http://www.dfps.state.tx.us/>. Alternately, TDFPS may be reached by phone at 512-438-4800, by mail at P.O. Box 149030, Austin, TX 78714-9030, or in person at 701 W. 51st Street, Austin, TX, 78751.

The JSC CCC is seeking accreditation by the National Accreditation Commission for Early Care and Education Programs (NAC). The CCC is currently in the self-study period of the accreditation process. Information about NAC, including accreditation criteria and contact information, may be found on the National Association of Child Care Professionals (NACCP) web site at <http://www.naccp.org/>.

#### **3.2 PROGRAM GOALS**

The goals of the JSC CCC Program are to:

- Provide a warm, loving, and secure environment staffed with trained child care professionals which encourages each child's development of a positive self-concept, positive socialization skills, self-help skills, and a feeling of trust in others.
- Encourage sound health, safety, and nutritional practices.
- Provide an age appropriate educational curriculum and a variety of developmentally appropriate activities and materials that are selected to emphasize concrete experimental learning in the areas of reasoning, language, visual perception, and fine motor and gross motor skills.
- Communicate openly with parents regarding their child's daily activities, individual needs, and developmental progress.
- Provide developmental screenings to identify special developmental needs of individual children and make referrals for special services when appropriate.
- Encourage creative expression and an appreciation for the arts.
- Respect cultural diversity of children, parents, and staff.

### 3.3 CLASSROOM ROUTINES

The routine followed in each classroom depends on the age group of the children. However, all classrooms follow a daily schedule that balances the following types of activities:

- Indoor/Outdoor
- Quiet/Active
- Individual/Small Group/Large Group
- Child Initiated/Staff Initiated

The teachers in each room will provide age-appropriate developmental and curriculum goals and a detailed daily schedule at the beginning of each school year. More information on classroom routines is provided in Section 5.0 Daily Operations.

### 3.4 AGE REQUIREMENTS

The JSC CCC provides care for children ranging in age from 6 weeks to 5 years of age (or until eligible for Kindergarten). Newborn children can be enrolled in the center, but will not be able to attend the center until they reach 6 weeks of age. If a child is too young to attend the center, the parents will be required to pay tuition in order to “hold the spot” (see section 4.2 for details).

### 3.5 STAFF-TO-CHILD RATIOS

The staff-to-child ratios and group sizes maintained at the JSC CCC are based on the standards set forth by the TDFPS and NAC. The following chart includes the maximum ratios and groupings required by TDFPS and what is implemented at the JSC CCC. The ratios are based on the core age of the children in each group as defined by TDFPS.

AGE GROUP	TDFPS		JSC CCC	
	Staff-to-Child Ratio	Max Group Size	Staff-to-Child Ratio	Max Group Size
Infants (0-7 months)	1/4	10	1/3.5	10
Toddlers (8-14 months)	1/4	10	1/4	10
Toddlers (15-23 months)	1/5	13	1/4	13
Twos (2 years)	1/11	22	1/7	14
Early Pre-K (3 years)	1/15	30	1/8.5	17
Pre-K (4 years)	1/18	35	1/9	18

Please note that this table is a summary of ratios, the details of the state requirements as well as the rules on how to handle classrooms with mixed ages can be found at:

[http://www.dfps.state.tx.us/documents/Child\\_Care/pdf/746\\_weighted-formatted-pg\\_adopted\\_12-10\\_rules.pdf](http://www.dfps.state.tx.us/documents/Child_Care/pdf/746_weighted-formatted-pg_adopted_12-10_rules.pdf).

Note that the ratios in the above chart apply to groups where all children are awake and active. Staff-to-child ratios may decrease when the children are taking naps, during teacher 15-minute breaks, and during arrival and departure times.

### **3.6 CURRICULUM AND ENRICHMENT**

Education and developmental growth are key priorities for the JSC CCC. The philosophy behind the curriculum created for the JSC CCC is that young children learn best by doing. The JSC CCC program provides for the active involvement of each child, so they may construct knowledge of the world by acting upon it. At the JSC CCC, children are encouraged to explore and experiment, to develop problem-solving skills, to make decisions, and to think independently.

The program goals of the JSC CCC are specified in section 3.2, and the curriculum has been developed in accordance with these goals as well as to help children become enthusiastic about learning. This means encouraging children to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts. The CCC helps teach children how to learn, not just in preschool, but all through their lives. The curriculum is intended to allow children to learn at their own pace and in the ways that are best for them so they become self-confident, inquisitive learners. Giving the children good habits and attitudes, particularly a positive sense of themselves, is key to a successful program and will make a difference throughout their lives.

The curriculum involves all areas of development -- Social, Emotional, Cognitive, and Physical. Within these developmental areas, teachers provide age-appropriate activities that foster skills for Infants through Pre-Kindergarten in the subjects of Language, History/ Social Science, Science, Math, Health Education, Art, Theatre, Music and Motor (fine/gross).

The activities planned for the children, the organization of the environment, the selection of toys and materials, the daily schedule, and the communication with children, are all designed to accomplish the goals of the JSC CCC and give the child a successful start in school.

In addition to an outstanding curriculum, the JSC CCC provides enrichment for the students. Examples of enrichment activities are computer, Spanish, sign language, science and culture, and movement. Each activity is taught by trained professionals who visit the classrooms once or twice per week. The enrichment activity schedule for each classroom is distributed to parents at the beginning of

the school year. The number and variety of enrichment programs offered are a reflection of parental and child interest.

### **3.7 NEUTRALITY IN RELIGIOUS MATTERS**

SFEI is not affiliated with any religious organization and is sensitive to the cultural diversity and differing traditions of its members. SFEI shall not implement programs or practices that endorse or oppose any religion. The curriculum, lesson plans and classroom activities at the JSC CCC will not include religious instruction. The JSC CCC does celebrate the secular and cultural aspects of some holidays with religious origins such as Christmas, Easter, and Halloween. Students may choose to include religious elements in their own schoolwork (e.g., drawing religious symbols or writing about a personal religious belief) as long as the work fulfills the purpose of the assignment.

### **3.8 DEVELOPMENTAL SCREENINGS**

Trained staff members perform developmental screenings of the children twice each year. The screenings are completely confidential and written results are provided to the parents. Teachers will schedule a conference with the parents to discuss the results for their child. The purpose of the screening is to:

1. Identify the developmental levels of the children so that the curriculum and lesson plans in each classroom can be individualized to the needs of the children.
2. Identify any children who may require further diagnostic testing, medical evaluation, or referral for special educational services.

The Special Senses and Communication Disorders Act of the Texas Health & Safety Code, Chapter 36, requires a screening or a professional examination for possible vision and hearing problems for children in Pre-K. The JSC CCC arranges for this screening by a professional once a year around February. If a 4- or 5-year-old is not tested at this time, parents must have their child tested outside of the JSC CCC and provide a copy of the results to the center. Parents may choose to have their 3-year-old child tested, but it is not required.

SFEI will also arrange to have optional speech testing of children 3 years and older by an outside vendor. Parents will be notified when the testing is scheduled and will be provided a registration form and information on the fee.

### **3.9 CHILDREN WITH SPECIAL NEEDS**

Children with a special medical condition or developmental need may be enrolled with the permission of the Facility Director after a screening process is completed. The screening process is performed to ensure that the special need of the child does not compromise the effective delivery of childcare services to

the other children enrolled and does not cause other members of SFEI to incur higher tuition due to needing to hire a nurse or other medical personnel.

### **3.10 PARENT TEACHER COMMUNICATION**

Prior to enrollment, families are encouraged to arrange a tour of the center and classroom visit. These arrangements should be made by contacting the JSC Child Care Center front desk (phone # 281-483-4734).

At the beginning of the school year in August, the JSC CCC holds an Open House. Parents are invited to visit their child's classroom where the teachers will review the procedures and developmental goals for that class. The Director and at least one Board Member will circulate through the classrooms to introduce themselves and answer any general questions about the school. Representatives of the enrichment and extra-curricular vendors may also be available for questions.

Teachers will communicate daily with parents when they drop off and pick up their child. Any unusual or special circumstance that has occurred during the day will be passed on to the parent orally or in a written note. Parents should check their mailboxes for important information daily.

The staff will communicate with parents in a positive and supportive manner that encourages the parent-child relationship. Personal information will be handled confidentially (reference Confidentiality Policy, Section 3.20). The staff will adhere to any official legal arrangements regarding custody. Parents are likewise expected to communicate with staff in a respectful manner.

Parents are welcome to request a conference with their child's teacher or the Facility Director at any time. Formal parent/teacher conferences are scheduled twice each year to discuss each child's developmental progress and adjustment to the program. Parents may also provide feedback on the services of the JSC CCC at this time.

Parents often solicit teachers for after hours babysitting. Parents need to understand that this activity is a business relationship between the parent and the teacher. There should be no expectation of liability by SFEI for anything that occurs in this relationship, including transportation to or from the premises.

### **3.11 PARENTAL VISITATION AND INVOLVEMENT**

Parents are welcome to visit their child at any time. They are also invited to share their talents with the children as classroom volunteers, guest lecturers, staff trainers, parent education trainers, and assistants at seasonal social events. Parents can also help to keep operating costs down by participating in fundraisers and parent workdays.

### **3.11.1 Room Captains**

Each class has a Room Captain and an alternate Room Captain. The teachers in each class determine who will fill these positions. The responsibilities of the Room Captain and alternate (when the Room Captain is unavailable) are:

1. Retain a list of current children enrolled in the class with parents' emergency contact names and phone numbers at all times.
  - a. The initial list is provided by the Office Manager within one week of the start of the school year. This might not include updates from enrolled parents, which are provided at open house.
  - b. Room Captains should create an email distribution list and send the emergency contact information out for review.
  - c. They should incorporate any updates and provide the final copy back to the Office Manager and teachers for reference.
2. In the event that the center must close early, contact each parent immediately to inform them to pick up their child within 30 minutes.
3. In the event that the center must be evacuated, contact each parent immediately to inform them of the relocation spot.
4. Distribute using email any information requested by the Facility Director, Assistant Director, or Office Manager.
5. Assist in communicating general information from the teachers to the parents (e.g., email reminders of upcoming activities as requested by the teachers).
6. Attend board meetings whenever possible.
7. Help plan parent workdays and coordinate volunteers to complete needed tasks for their room or for the playground.
8. Coordinate special events or projects particular to their individual class.
9. As needs change, contribute to redefining the role of the Room Captain.

Some teachers designate both a Room Captain and an “Event Coordinator.” In this case, the Room Captain assumes responsibilities 1-4, while responsibilities 5-9 are divided as desired between the Room Captain and the Event Coordinator.

At the start of the new school year or when other circumstances require a change in who is serving as the Room Captain, the outgoing Room Captain should continue to perform his/her duties until a new Room Captain is chosen and should assist in transitioning the duties to the new volunteer. Any change in Room Captain must be communicated to the Office Manager and that classroom's teachers.

### **3.11.2 Volunteer Credit System Policy**

As a non-profit corporation, SFEI requires contributions of money and time from sources outside of enrollment fees to sustain the service that it provides. First,

and foremost, we rely on our population of parents, the chief adult beneficiaries of our service, to provide our basic foundation of support. Participation of parents providing some minimum of service to the organization will result in benefits that include the following:

- Increased awareness of and positive involvement in the program that contributes to ensuring the success and continued quality of the program.
- Identification and utilization of skills of parents with specific talents, which would otherwise be unobtainable or expensive to acquire.
- Increased satisfaction on the part of parents because of their involvement.
- A reduction in program costs and thus tuition rates.
- A strengthening of the community atmosphere of the program through a fostering of mutual knowledge and appreciation among SFEI members.

In order to maintain our status as a non-commercial, parent-owned corporation with competitive tuition fees, parent participation will be encouraged through a reward credits system. The Office Administrator is responsible for interpretation of the guidelines, with consultation as needed by the Board of Directors. The Board of Directors is responsible for resolving credit disputes.

Guidelines for the credit system are as follows:

- One credit is earned for each half-hour of approved service, or \$20 in donated materials provided to the center.
- Each credit is worth a \$1.00 reduction in fees.
- Each family may apply a maximum of 7 credits per child per week (or 30 credits per child per month) towards tuition reduction. Families paying monthly who have a credit surplus may use 4 additional credits (a total of 34) in April. No more than 364 credits may be used per calendar year.
- If an excess of credits has been earned, but not redeemed during the last 30 days of enrollment, 50% of the balance may be reimbursed to the parent.
- Credits cannot be transferred from one family to another.
- Service by family members other than the parents (i.e., grandparents, etc.) will be awarded credits. Individuals who do not have a family member enrolled at the Child Care Center cannot earn credits.
- SFEI employees who have a child enrolled at the Child Care Center may earn credits only in performance of volunteer services that are clearly not part of the employee's job.
- By virtue of the large amount of ongoing service performed by the Board of Directors, each member of the Board will earn 4 credits each week, except the Treasurer, who will earn 6 credits each week for Board-related activities. The Board members may earn additional credits for other services.
- Credits will be awarded for necessary service to the center that will lower operating costs, increase safety, enhance learning opportunities, increase functionality of the facility, fill a void in service, or raise funds.
- Volunteer service should be reported in writing to the Office Administrator who will award credits.
- Credits earned will be tracked by the Office Administrator who will inform parents of their credits total and apply a reduction towards their tuition.

### **3.11.3 Committees**

Members are encouraged to volunteer to serve on any of several committees established for the benefit of SFEI. Committees are formed and dissolved as needed and may consist of a single volunteer when that is sufficient to perform the needed function. Examples of committees are:

- Fundraising Committee: chaired by a volunteer member and tasked to carry out fundraising activities in order to raise revenue for the maintenance and enhancement of the facility and equipment used by the facility and for financial assistance to members and staff as approved by the Board of Directors.
- Budget and Finance Committee: chaired by the Treasurer and tasked to plan for long-range financing, assist the Facility Director in preparing the annual budget, and research current costs for insurance, employee benefits, salaries, equipment, and other operational expenses of the facility. This committee is also responsible for recommending tuition fee ranges to the Board of Directors.
- Policies and Procedures Committee: chaired by the Policies and Procedures Board Member and tasked to prepare and maintain a Parent's Handbook for the facility, and formulate policies and procedures for the use of the facility, including care of sick children, food purchase, storage, and preparation, hours of operation, admission and waiting list policies, basic personnel policies, grievance procedures, and other procedural and policy matters.
- Expansion Committee: chaired by a volunteer member and tasked to explore options for future growth of the CCC.
- Webpage Committee: chaired by a volunteer member and tasked with creating and maintaining the CCC website.
- Building, Grounds, and Equipment Committee: chaired by a volunteer member and tasked to assume responsibility for building modifications and maintenance, playground and grounds design, modification, and implementation, maintenance of currently owned equipment, and acquisition of additional equipment.
- Newsletter Committee: chaired by a volunteer member and tasked to publish a newsletter about the facility on a periodic basis.



### **3.11.4 Fundraising**

Guidelines for fundraising on behalf of SFEI are established in the MOU with NASA. The MOU states:

23. Fundraising will be permitted at the CCC facility and in Federal buildings at JSC when the fundraising is for the support and benefit of CCC members. Such fundraising events should not take place during the autumn of each year when the JSC Combined Federal Campaign is in progress. Fundraising activities outside of the CCC require the approval of the JSC Office of Chief Counsel and it must be in accordance with JSC policies and procedures. The JSC email system cannot be used to publicize fundraiser activities.

All SFEI fundraisers must be approved by the SFEI Director and the SFEI Board of Directors. The Fundraising Committee is responsible for creating an annual fundraising plan. The Committee meets monthly or more frequently as needed to plan and hold fundraising events. The Committee responsibilities include the following items:

- Coordinate approval of events with the JSC HR Office and Office of Chief Counsel.
- Propose fundraisers to the Board for approval.
- Arrange logistics of fundraisers.
- Provide communication to SFEI members via room captains, membership distribution lists, and the SFEI website.
- Recruit volunteers for fundraising events.

The following are examples of SFEI fundraising activities:

- Year round: Scripts Gift Card Program, Grocery store cards
- Percentage of sales: Portraits, Scholastic Books, Original Works
- Combined Federal Campaign (CFC)
- Events in the CCC: basket raffles, silent auctions, dinner to go
- Events outside the CCC

As a non-profit corporation, SFEI can issue tax receipts for donations of items useful in the facility such as toys (new and gently used) and electronic equipment. The Fundraising committee periodically produces a wish list of items that are particularly sought at the time. Cash donations from individuals and corporations (such as the employers of the members) are also welcomed.

### **3.12 DISCIPLINE AND CHILD GUIDANCE TECHNIQUES**

Staff members will use positive, non-punitive discipline and child guidance techniques. They will abstain from corporal punishment or other humiliating or frightening discipline techniques. Parents are asked to follow the same

disciplinary guidelines with their child, and in their dealing with other children, while at the center.

The goals of the disciplinary techniques will be:

- To ensure that the classroom is a safe, secure environment for all of the children.
- To teach the children that our society has acceptable and unacceptable social behaviors.
- To teach self-respect and respect for the rights of others.
- To teach the children self-control and inner discipline.
- To teach the children to take responsibility for their actions and the consequences of their actions.
- To strengthen the children's self-esteem and feelings of self-worth.

All methods of discipline will be age-appropriate and will be accompanied by a rational explanation of expectation on the child's level of understanding.

Discipline methods at JSC CCC include:

- Redirecting the child to participate in another activity.
- Anticipating and eliminating potential problems.
- Providing positive reinforcement for appropriate behaviors.
- Talking and providing reflective listening with the child.
- Temporarily removing the child from a stressful situation.
- Limiting the child's participation in some activities until the child is able to cooperate and follow the rules associated with that particular activity.

### **3.13 MANAGEMENT OF PROBLEM BEHAVIORS**

#### **3.13.1 Withdrawal of Child for Problem Behaviors**

Children who exhibit recurring unmanageable behavior that endangers the safety of the other children in the program or significantly disrupts the educational curriculum may be suspended or withdrawn from the center if the negative behavior cannot be corrected in a reasonable period of time. Withdrawal of students will be made only in very rare circumstances and after other reasonable alternatives have been explored. The needs of the child in question, the parents of the child, and the other children enrolled in the center will be considered before withdrawal of a child is required. The following outlines the general procedure for dealing with problem behaviors:

- When a negative behavior is exhibited on a recurring basis, the teacher will discuss the situation with the parents and inform the parents of the strategy chosen to help the child resolve the problem. The staff will need

the cooperation and participation of the parents in following through with the chosen methods at home to provide consistency.

- If improvement in the child's behavior is not achieved in a reasonable amount of time, the Facility Director will hold a conference with the teacher and parents to explore additional options and strategies. Referrals to special service providers such as a child psychologist, family social worker, or special education consultant may be a part of the additional options.
- If improvement is not shown in the child's behavior following the conference, the Facility Director will provide a written warning to the parents that permanent withdrawal is being considered, and will consult with the Board of Directors to determine if withdrawing the child from the program is appropriate.
- If the withdrawal is approved, the Facility Director will notify the parents that they will need to withdraw their child. When possible, the Facility Director will give the parents two weeks notice before the withdrawal must go into effect. A pro-rated portion of any paid tuition and the security deposit will be refunded within 30 days when the withdrawal is required. However, if the problem behavior exhibited by the child drastically endangers the safety or the well being of the staff and/or other children in the program, immediate withdrawal may be required. Any immediate termination of enrollment as a result of disciplinary action will result in forfeiture of the deposit; however, a pro-rated portion of any paid tuition will be refunded within 30 days.
- The Facility Director will notify the parents of the date when they can apply for re-admission to the program after the problem behavior has been corrected.

## **Biting**

While young children occasionally bite when they are unable to express themselves verbally, biting is serious misconduct and is dangerous to both the one giving and receiving the bites. Normal positive guidance techniques will be used in the classroom to attempt to eliminate biting. However, if a child bites another child or staff member two times in one day, the parent will be contacted at work. If a child bites another child or staff member three times in one day, the child will be sent home for the day. The parent must pick up the child within 30 minutes of being contacted.

### **Lack of Potty Training**

Lack of potty training in an Early Pre-K or Pre-K room is considered a problem behavior. "Lack of potty training" is defined to be when a child consistently goes to the bathroom in his/her underwear with no attempt to use the toilet. Note that "lack of potty training" does not apply to the occasional accident (such as waiting too long to go, then not making it to the bathroom in time) or to extenuating circumstances (such as illness or temporary regression due to the anxiety of moving to a new classroom). If the teachers and Facility Director determine that a child is not potty trained, a conference will be set up with the parents to discuss options and strategies for helping the child to potty train. After the conference, the parents and child will have a two-week probationary period to correct the problem before further action is considered (i.e., suspension or withdrawal). During the probationary period, the parents will be required to clean up and change their child after a non-accidental bowel movement in his/her underwear within 30 minutes of the notification. Note that if a child is suspended, tuition must be paid during the suspension period.

#### **3.13.2 Withdrawal of Parents for Problem Behaviors**

SFEI places the highest priority on the health and safety of its employees, parents, children, and visitors. Consequently, acts of violence, threats, harassment, intimidation and other disruptive behavior as defined by JSC's Policy on Workplace Violence and Threatening Behavior (JSCA #07-050) and Sexual Harassment Policy (JSCA #05-041) are prohibited and will not be tolerated.

If the parent of a child enrolled in the center exhibits any of these behaviors towards the Facility Director, a teacher, a group of teachers, other parents, any child, a member of the Board of Directors, or any member of SFEI while on facility grounds, the Facility Director can evict the parent and his/her child from the center and terminate enrollment immediately. Eviction will result in the loss of the security deposit. Neither the parent in question, nor the parent's spouse, will be placed on the waiting list at any future time.

Acts of violence, threatening behavior, or sexual harassment that are observed or experienced while at the JSC CCC facility should be reported to the Facility Director and/or Board of Directors immediately. All reports of incidents will be taken seriously and will be dealt with appropriately and confidentially.

#### **3.14 MEALS AND SNACKS**

The JSC CCC has a commercial-grade kitchen and two cooks. The cafeteria serves breakfast, lunch, morning snack, and afternoon snack. Mealtimes vary by class and are detailed in Section 5.0 Daily Operations. The center participates in the USDA food program. The participation in this food program requires that all children be provided with food that meets the nutritional guidelines documented

at:

[http://squaremeals.org/fn/render/handbooks/handbooks\\_index/0,1524,2348\\_20995\\_0\\_0,00.html](http://squaremeals.org/fn/render/handbooks/handbooks_index/0,1524,2348_20995_0_0,00.html).

As a matter of preference, if a parent chooses not to accept the center-provided meal/snack in its entirety, the parent is allowed to bring in a cold substitution for the *entire* meal/snack (no heat-ups allowed). Substitutions for individual menu items are not allowed. If a meal/snack substitution is provided by a parent, the center is not responsible for the nutritional content of that food.

If a dietary restriction is a matter of medical necessity, a medical note documenting the dietary restrictions/allergies of the child must be provided. When appropriate medical documentation is supplied, substitutions will only be provided if determined to be feasible for the center to accommodate (Section 6.4.1 on Food Allergies).

The SFEI kitchen staff follows the food preparation and storage requirements of the Texas Department of State Health Services, Division for Regulatory Services, Environmental and Consumer Safety Section. These requirements can be found at: <http://www.dshs.state.tx.us/foode establishments/rules.shtm> and <http://tlo2.tlc.state.tx.us/statutes/hs.toc.htm>.

The menu for each week is distributed in the parents' mailboxes and posted in the front lobby and on the web page. Cost of the meals and snacks is included in tuition.

Parents are allowed to remove their child from the center for lunch during their room's scheduled lunch time. Parents must sign their child in and out during lunch periods if the child is physically removed from the teacher's supervision.

Parents are welcome to eat with their child for a small fee (reference Appendix A). A sign up sheet is provided in the cafeteria. Meal payments must be provided separately from tuition/fees, and must include appropriate notation as to the purpose of the payment.

Parents can bring food for their child if the child misses a meal or snack, but the parent will need to sit with their child in the cafeteria while they eat.

### **3.14.1 General Cafeteria Procedures**

- Teachers have classroom roll sheets with them at all times and document the arrival time of each child.
- Children wash their hands before every meal.

- Teachers and kitchen staff check allergy alert sheets before serving a meal to the children. The kitchen staff will prepare substitutions or teachers will implement substitutions sent by the parents.
- Food portions are in accordance with the USDA standards.
- Hot portions of meals are served cafeteria style while cold side dishes are served family style.
- Teachers supervise at all times and offer assistance when needed. At least one teacher sits with the class. Teachers use cafeteria time as a teaching moment by encouraging healthy eating habits.
- Children are encouraged to sit on their bottoms at all times.
- Teachers encourage table manners.
- Children help with clean up.
- Children are taught to put up their trays after meals.
- Classroom attendance will be documented on the USDA chart after each meal by the teachers.

### **3.15 CELEBRATION OF BIRTHDAYS**

The JSC CCC encourages the celebration of birthdays for children in the center and welcomes parents to join in on the fun. Birthday celebrations must be coordinated with the teachers in advance and should be planned after naptime in the afternoon.

### **3.16 CLASSROOM PETS**

Some classrooms have small pets. Pets in the center are examined by a licensed veterinarian and receive all required immunizations. Pet health records are maintained at the center. The teachers and children will wash hands before and after handling an animal. Parents should inform their child's teacher if their child is allergic to any pets in the classroom. Reference the Allergies section under "Health and Illness Policies and Procedures" Section 6.4, for more information on allergy procedures.

### **3.17 EXTRACURRICULAR ACTIVITIES**

The JSC CCC offers extracurricular activities from outside vendors such as Tumblebus, karate, dancing, and FastTrac Kids. The extracurricular activities are not included in tuition. Payment can be left at the center in the designated box located at the reception desk. Payment goes directly to the outside vendor. Note that some activities are taught within the center (i.e., karate), while others may require the children to be transported to the organization's facility.

Whenever children are transported to an organization's facility, they are escorted by an SFEI staff member.

### **3.18 FIELD TRIPS**

Periodically throughout the school year and during the summer, fun and educational field trips are planned for the students ages 3 and up. Field trips are not included in the tuition. Parents must have signed the "Acknowledgement of Responsibility and Permission for Student Participation in School Field Trip" form in order for their child to participate in field trips.

Field trip notices will be posted at least 48 hours in advance on the lobby and classroom door and will remain posted until the end of the day on which the field trip takes place. The notice will specify the date, destination, departure and return times, and cost of the field trip.

Teachers are responsible for receiving permission and finding a bus driver before scheduling field trips. Teachers should also record the planned field trip on the calendar in the staff lounge. The cost per child of the field trip is determined by the teacher by adding up the cost of the activity for each child, each teacher, and each bus driver (including gratuity when applicable) plus an estimate of the cost of gasoline and dividing that total by the number of children in the class.

Field trips are considered a privilege. If a child's behavior has been poor at the center or on previous field trips, they may not be allowed to attend an upcoming field trip (at the discretion of the teacher and the Director). Children who are not potty-trained are not allowed to participate in field trips unless they are accompanied by their parent or guardian. Teachers will try to forewarn parents if either of these circumstances applies to them. Children who do not participate in field trips will not be able to attend the center for the duration of the field trip unless space is available in another age-appropriate classroom (i.e., a child in another classroom is absent that day). This policy applies to all children who do not participate, whether the lack of participation is due to the parent's decision, denial because of previous behavior problems, or denial due to lack of potty training.

SFEI provides a bus for transportation during field trips. The school bus is equipped with seat belts and air-conditioning. If parents want their child to sit in a child car seat, they must install their personal child car seat in the bus on the day of the field trip and remove it after the field trip. Parents may wait until the end of the day to remove the car seat.

Parents are welcome, and encouraged, to attend field trips to help chaperone and supervise. They can ride on the bus if there is room or follow behind the bus in their own vehicle. Occasionally, there may be a limit to the number of parents who can attend. The teachers will inform the parents when this applies. Parents and children must stay with the group at all times.

**Field Trip Procedures:**

- Teachers and children will wear the field trip uniform. The uniform consists of a navy shirt monogrammed with the school logo (must be purchased through the center), khaki bottoms, and closed toe shoes with socks. Flip-flops, open toe, open heel, or shoes that easily slide off are not allowed. Uniform shirt orders are placed at the beginning of the school year and periodically throughout the year.
- Teachers will carry a written list of all children attending the field trip.
- Teachers will carry a copy of each child's emergency medical consent form and emergency contact information.
- Teachers will carry a small first aid kit with them and will also have the use of a fully stocked first aid kit located on each bus.
- Teachers will bring the center cell phone. They may also choose to use their own personal cell phone and will leave the number with the Office Manager.
- The teachers will physically check each child's seatbelt to ensure the seatbelts are fastened and locked before the bus is in motion.
- Teachers will supervise the children at all times. Parents will not be left in charge of a group of children.
- Teachers will do a head count before the field trip, during the field trip, and after the field trip. A head count will be done before the bus leaves the field trip site to guarantee no child is left behind.
- A teacher will sit at the back of the bus to ensure that the children will not play with the emergency door.
- The bus driver will walk up and down the aisle of the bus after the bus is unloaded in order to guarantee all kids are off the bus.

**3.19 TUITION**

The Board of Directors determines the tuition rates. Parents will be given 30 days written notice of all tuition rate changes. Current rates may be obtained at any time by contacting the Office Manager.

Part-time care is not available and there are no discounts for vacation or sick leave. Full tuition will be due regardless of the number of days the child is absent from the center. In the event of a government work furlough, the JSC CCC will remain open and parents will be expected to continue paying tuition.

Year-end tax statements are provided at the end of January. Monthly receipts are available for dependent care reimbursement programs. Please contact the Office Manager for details regarding tuition receipts and tax reporting.



### **3.19.1 Tuition Payment Schedule**

Tuition is payable bi-monthly or monthly. Monthly tuition is due on the first of the month. Bi-monthly tuition is due on the first and the fifteenth of the month. If either of those days are a weekend or a Federal holiday, tuition is due the next working day. The Facility Director must approve any exceptions to the tuition payment schedule.

### **3.19.2 Late Payment of Tuition**

Bi-monthly tuition payments received after closing on the first and the fifteenth of each month are considered late. Monthly tuition payments received after closing on the second working day of each month are considered late. A late fee is charged for each week that payment of tuition is late. This policy is in effect at all times, even when the JSC CCC is closed on the start of the month or the fifteenth of the month for a Federal holiday. Every attempt will be made by SFEI to collect money owed. If these attempts are unsuccessful, the delinquent account will be turned over for collection. If the tuition fee is more than 10 working days delinquent, the child's spot will be reallocated to the next eligible child on the waiting list. The security deposit and any points earned, but not redeemed, will be forfeited. Any additional fees due must be paid immediately.

### **3.19.3 Returned Check Fee**

If a check made payable to "SFEI" is returned for any reason, a penalty will be charged. The check will be held until the current account and all penalty fees are paid. If two checks by one family are returned within a 1-year period, the family will be required to pay tuition with cash only.

## **3.20 CONFIDENTIALITY POLICY**

Records of all children are confidential and only staff, referral agencies, and parents of each child may have access. Files may not leave the immediate file area. A staff member may be dismissed for discussing children outside of the school. Incident/Accident reports, medication forms, shot records, report cards, and evaluations will be filed in the children's files. The children's files are kept for the time specified by TDFPS.

Staff files are also considered confidential and are to be viewed by the particular staff member, CCC management, state inspectors, NAC personnel, Health Department personnel, and the Board. Staff members are not allowed to view other staff members' files.

Staff pay rate and bonus amounts are confidential. This information is not to be discussed among staff members. Failure to comply will lead to dismissal.

### **3.21 GRIEVANCE PROCEDURES**

The JSC CCC has an “Open Door Policy” that gives the parents access to the Facility Director at any time for grievances or concerns. Though parents are generally encouraged to discuss a concern first with their child’s teacher, they are welcome to contact the Facility Director to discuss any issue of concern.

If parents are dissatisfied after conferring with the Facility Director, they should express their concerns to the Board of Directors. The Board of Directors and the Facility Director welcome the opportunity to address issues in either an open forum or a private meeting, as requested. Please attend a Board of Directors meeting to discuss issues rather than emailing to other parents and creating discord without an opportunity to resolve matters first.

The decisions of the Board of Directors are final except in the following cases:

- For safety-related issues/concerns, parents can access the safety and hazard reporting system at JSC (reference SFEI Safety and Hazard Reporting, Section 8.1).
- For non-compliance with TDFPS licensing standards or for illegal or improper conduct occurring at the center, parents can file a complaint with TDFPS. Instructions for filing complaints with TDFPS may be found at [www.dfps.state.tx.us/About/Inquiries\\_and\\_Complaints/default.asp](http://www.dfps.state.tx.us/About/Inquiries_and_Complaints/default.asp).

## **4.0 WAITING LIST AND ENROLLMENT**

To enroll a child at the JSC CCC, parents must become members of SFEI and request that their child be placed on the JSC CCC waiting list. When an opening for the child occurs, the parents are contacted by the CCC and offered the spot. Upon acceptance of the spot, the parents register their child with the center by submitting the required paperwork and paying the security deposit. The CCC determines the child's start date. The first tuition payment is due on the start date of the child. The following sections detail each step of the process.

### **4.1 WAITING LIST**

SFEI maintains a waiting list of parents who desire enrollment for their child(ren) in the JSC CCC. All openings at the JSC CCC are filled from the waiting list. Only SFEI members who already have children, are pregnant, or have begun the process of adoption are eligible to join the list.

#### **Waiting List Procedure:**

1. To place a child on the waiting list, the parent completes an SFEI Membership Application form and submits the form and membership dues to the Office Manager at the center. The Office Manager will note the date and time that the form was received and provide the form to the Waiting List Coordinator. The Membership Application Form is available on the SFEI website under "Member Info."
2. The Waiting List Coordinator will assign a confidential identification code for each child listed on the form and place each child on the waiting list in the appropriate age group category. The CCC will then provide the identification code(s) to the parent via email.
3. The children on the waiting list are prioritized based on the employer group of the parent (civil servant or contractor) and a "point system."
4. The waiting list is published on the SFEI web page under "Member Info." Only identification codes are published. The identification codes for each age group are listed in priority order with corresponding "earliest enrollment dates (EED)" and number of points. The published waiting list is updated once per month. Discrepancies in the published waiting list should be immediately reported to the CCC.
5. When an opening occurs in the center, the parent of the child with the highest priority in the associated age group is contacted by the Waiting List Coordinator and offered the spot. At that time, the parent will be informed of the available start date for their child. Upon acceptance of the spot, the parent then registers their child with the center.

#### **4.1.1 Age Group Definitions**

Children at the JSC CCC are placed in an age group category based on their age as of September 1 of the current school year to ensure they graduate from Pre-Kindergarten at the appropriate age. In Texas, children may not enter public Kindergarten unless they are 5 years old on or before September 1<sup>st</sup> and they may not begin public 1<sup>st</sup> grade unless they are 6 years old on or before September 1<sup>st</sup>.

The JSC CCC wait list will be organized by rooms (Room 1 Wait List, Room 2 Wait List, etc.) and will be posted monthly to the webpage. Each child will be placed into the Room Wait List that corresponds to their age on Sept 1. A child will be on a single Room Wait List. Rooms 1-3 will have separate wait lists, rooms 4 and 5 will be combined into a single list (2's), rooms 6 and 7 will be combined into a single list (Early Pre-K), and rooms 8 and 9 (Pre-K) will be combined into a single list.

In the spring of each year, the children will be moved to the wait list of the room they are now eligible for based on their Sept 1 age. All identification codes and points earned remain the same.

Within each Room Wait List the priority will be based on the priority defined in Section 4.1.3.

Children will remain on a single room wait list for the entire year. The only exceptions are below:

- Children born after Sept 1 of the current year will be placed on a wait list titled Younger Infants for the following school year. These children are not eligible for a spot on the Room 1 wait list immediately. On Jan 1 of the current school year, children born between Sept 1 and Dec 31 will be added to the Room 1 wait list. Children born after Dec 31 will be added to the Room 1 wait list for the following year's migration (and are not eligible for a spot until the following year's August migration).

- Children on the Rooms 1-3 wait list will be occasionally adjusted to match the age range in the classrooms. Occasionally children are moved between Rooms 1-3, based on availability as the children grow and reach new developmental milestones. If such movement occurs at the center, the wait list will be synced with the ages of children that best fit into the rooms. All families will remain on the wait list with their point, but the room they are listed under could change.

#### **4.1.2 Waiting List Identification Code**

Each child placed on the waiting list is assigned a confidential identification code. The code consists of three parts:

1. The first digit indicates the employer of the parent:
  - “N” indicates NASA Civil Service/Military/Exchange/SFEI Personnel
  - “C” indicates On-site Contractor of NASA JSC
  - “L” indicates Off-site Contractor of NASA JSC
2. The second digit indicates an age grouping based on the child’s birth date. Each year the new group of infants is given the next letter of the alphabet. For example,
  - “T” refers to children with a birthdate between September 2, 2006 and September 1, 2007
  - “U” refers to children with a birthdate between September 2, 2007 and September 1, 2008
  - “V” refers to children with a birthdate between September 2, 2008 and September 1, 2009
  - “W” refers to children with a birthdate between September 2, 2009 and September 1, 2010
  - “X” refers to children with a birthdate between September 2, 2010 and September 1, 2011
  - “Y” refers to children with a birthdate between September 2, 2011 and September 1, 2012
  - “Z” refers to children with a birthdate between September 2, 2012 and September 1, 2013.
3. The remaining digits indicate the identification number for the child. This number is for identification only and is completely unrelated to priority. Twins and other multiples are assigned the same code with a “-1, -2,” etc., appended.
4. An “-E” at the end of the code indicates that the child has a sibling already enrolled at the center.

#### **4.1.3 Waiting List Priority Scheme**

Each age group section of the waiting list is prioritized based on the employer of the parent, and whether or not a child has a sibling enrolled in the center:

- First priority - NASA employee dependents with siblings enrolled
- Second priority - JSC on-site contractor dependents with siblings enrolled
- Third priority – JSC off-site contractor dependents with siblings enrolled

- Fourth priority - NASA employee dependents without siblings enrolled
- Fifth priority - JSC on-site contractor dependents without siblings enrolled
- Sixth priority – JSC off-site contractor dependents without siblings enrolled

If the sibling of a child on the waiting list leaves the center, the child on the waiting list will lose “sibling enrolled priority status” and be placed into the fourth, fifth, or sixth priority categories based on the employer of the child’s parent. If a child who enrolls has a sibling still remaining on the waiting list, the sibling will be moved to the “sibling enrolled priority status” as soon as the enrolled child has started at the CCC.

As defined in the SFEI by-laws, Article III, Section 1A, on-site contractors are “individual(s) with assigned office space in an on-site building with an associated phone where the individual can officially be contacted.”

The children within each of the above categories are prioritized according to a “points” system. The following criteria are used when calculating the number of points for each child:

- One point is assigned for each month on the waiting list.
- If a child has a sibling that was previously added to the list, (s)he will be assigned additional points equal to one-half of the sibling’s points (up to a limit of 10 points). No points are added when siblings are placed on the waiting list at the same time. The purpose of these additional points is to give the second child added a chance of entering the center at approximately the same time as his/her sibling. If a child is later moved to the “sibling enrolled” priority group, the extra “sibling on the list” points are removed.
- Children of the Board of Directors will be assigned 10 additional points. They may retain these points if a full term was served.
- Children of the Web Page Manager, the Newsletter Editor, the Fundraising Committee chair and the Expansion Committee chair will be assigned 7 additional points. They may retain these points if they have served in a satisfactory manner for 6 months.
- If a spot is declined, 10 points are deducted and another offer is not made for 3 months. Twins and triplets will not be penalized for declining a spot unless there are enough openings for all of the children.
- An adopted child may begin accumulating monthly points once the adoption process has been initiated, but only up to a maximum of 9 points until the child is received. However, any points received because the parent is a Board Member, Newsletter Editor, Webpage manager, Fundraising Committee chair, or Expansion Committee chair still apply.
- In the event of a miscarriage, parents will retain their spot on the waiting list, but a maximum of 9 points may be accumulated prior to the actual birth of a child. However, any points received because the parent is a Board Member,

Newsletter Editor, Webpage manager, Fundraising Committee chair, or Expansion Committee chair still apply.

- If a parent voluntarily withdraws a child from the facility and wishes to place the child back onto the waiting list, they may do so by contacting the Waiting List Coordinator. Accumulation of points will begin as of the date that the child is placed back onto the waiting list (no previous points will be carried over).
- If a parent withdraws due to special circumstances (eg required temporary job transfer), the parent can request retention of previous wait list points. This must be approved by the director and policy and procedures board of director. This will not be granted for extended vacations or removal of children for the summer.

#### **4.1.4 Earliest Enrollment Date**

Parents have the option to indicate an “earliest enrollment date” (EED), which would be the earliest they would desire to have their child placed in the center. If they have provided this date, they will not be called earlier and penalized for declining a spot. A blank EED indicates that the parents wish to enroll their child as soon as an opening becomes available. It is the parents’ responsibility to change the EED as necessary. Parents should submit their request in writing to the CCC. The “earliest enrollment date” does not imply that an opening will be available for the child on that date.

## **4.2 HOW OPENINGS AT THE JSC CCC ARE FILLED**

As children withdraw from the center, the openings are filled from the waiting list. The majority of openings in the center occur each summer when the Pre-K children graduate and withdraw. Due to the number of children on the waiting list, the center is usually filled to capacity by the end of August each year.

When an opening becomes available, the following process is used to fill the spot:

1. The CCC contacts the parent of the child with the highest priority for the age group on the waiting list. Children with an EED that is later than the date the opening will occur will be skipped. All contact information provided by the parent will be used (i.e., home phone, work phone, cell phone, pager, email). It is the responsibility of each parent on the list to notify the CCC of any changes to their location and phone numbers. The CCC will attempt to contact the parent for up to three business days before moving to the next name on the list.
2. Upon notification of the date of the opening, the parent has two business days to accept or decline the spot. If the spot is accepted, the parent must begin registration of their child no later than 5:30 p.m. of the next business

day or the spot will be forfeited. If the spot is declined, 10 points will be deducted from the total points accumulated for the child, and the child will not be eligible for enrollment for three months.

3. The first step in registering a child is to pay a security deposit to the Office Manager at the center (reference Tuition and Fees, Appendix A). Checks should be made payable to "SFEI." Upon receipt of the security deposit, the Office Manager will supply the required enrollment forms. These forms are due no later than one week prior to the start date of the child.
4. Tuition payments must begin by the start date of the child. If the parent is paying monthly and the child enters the center in the middle of a month, the tuition will be prorated for the month. If for some reason the child cannot begin on the start date, the spot may be "held" by paying full tuition for a period not to exceed 3 months from the start date.

#### **4.3 ENROLLMENT FORMS AND INFORMATION PACKAGE**

At the time of registration, parents will be given an enrollment package that contains the following forms and information. All forms must be completed and returned to the Office Manager at the center no later than one week prior to the start date of the child. All forms and parent authorizations are required for enrollment unless otherwise noted. Forms are available electronically on the SFEI website under "Member Info."

Parents will be asked to update some of these forms at the beginning of each school year.

- Parent SOP Acknowledgement form – Acknowledgement by the parent that he/she has read, understands, and agrees to comply with all policies as stated in the JSC Child Care Center Standard Operating Procedures document. The JSC CCC SOP describes the policies and procedures under which the JSC CCC operates. The JSC CCC SOP is available electronically on the center's website. Hard copies are available upon request.
- Basic Information and Contacts form – Provides basic information on the child, contact and employer information for the parents, list of emergency contacts authorized to pick up the child in the event the parents are unreachable during an emergency, required information for inclusion on the CCC "gate list", and list of people specifically not authorized to pick up the child. Parents are required to provide at least one emergency contact. Parents may update their emergency contacts at any time by submitting an Annual Contacts Update form to the center Office Manager.
- Infant Information Form – Only required for children less than 18 months of age. It contains a summary of care instructions and health information for the child, and is posted in the child's classroom for quick reference. Monthly updates are required for infants not eating table food.



- Medical Information Form – Provides information on the child's health including any allergies, regular medications, and chronic conditions.
- Immunization Record Acknowledgement Form – All children enrolled at the JSC CCC must be immunized or currently participating in an immunization schedule administered by a licensed physician. Parents are required to sign this acknowledgement of their responsibility to provide a copy of their child's immunization record with the physician's signature.
- Medical Emergency Authorization – Provides the parent's authorization for a licensed physician to administer treatment to their child during a medical emergency in the event the parents or alternate emergency contacts are unreachable. Also authorizes transportation of the child to a hospital if necessary. Parents provide their child's physician, preferred hospital, and insurance information on the form. Note that this form must be notarized. After enrollment of the child, parents should remember to update this form if their child's physician or hospital preference changes.
- Sunscreen and Repellent Authorization – Provides parent's authorization for staff members to apply sunscreen and/or insect repellent to their child for outdoor play. This form is not required. Parents may choose not to allow the application of sunscreen and/or insect repellent to their child.
- Evacuation Transportation Authorization – Provides parent's authorization to transport their child to an alternate on-site or off-site location in the event that the JSC CCC building must be evacuated. Note that the decision to transport children off-site can only be made by JSC emergency personnel.
- Participation in Field Trip Authorization – Only applies to children in Early Pre-K and Pre-Kindergarten and provides the parent's authorization to allow their child to participate in school field trips. This form is not required. A parent may choose not to allow their child to participate in field trips.
- Video and Still Photography Waiver Form – All parent are required to sign a Video and Still Photography Waiver Form as a condition of acceptance. The JSC CCC has a Video Monitoring System which allows the parent so view their children's classroom and common areas, therefore it is impossible to exclude any particular child from the field of view of some cameras. Additionally, children at the center are occasionally photographed for the NASA JSC Round Up publication and teachers at the center often photograph the children for classroom projects and school functions.

#### **4.4 PROMOTION OF CHILDREN (MIGRATION)**

Children are promoted to new classrooms in the fall of each year on the first day of CCISD classes. Children are not automatically promoted on their birthdays.

Because the children are grouped according to age, the curriculum evolves over the course of the year to grow with the children's needs. Therefore, parents should expect their child to be in an assigned room for the entire year, until the following August.

Final room assignments and all migration decisions will be made by the Facility Director in consultation with the teachers and the Waiting List Coordinator. These assignments will consider not only age, but also developmental readiness of the child. All children placed in an Early Pre-K or Pre-K room must be potty trained. If a child is held back in the Two-Year-Old room during yearly migration due to lack of potty training, the child will not be able to move to the Early Pre-K room until the child is potty trained and an opening in that room is available.

Prior to the child's first day in his/her new classroom, the teachers will work to introduce the child to his/her new teachers and environment through visits to the new room.

Parents will be notified of the class and date their child will be migrated.

#### **4.4.1 Acceleration of Children**

Occasionally, parents request that their child be accelerated to the next school age group. Typically, these requests occur for children whose birthdays barely miss the September 1 cutoff date. Accelerations are allowed at the JSC CCC under the following conditions:

- The parents must request the acceleration to the Facility Director and the Waiting List Coordinator.
- There must be an opening in the age group the child is to be moved to.
- The Facility Director must approve the acceleration.
- Children cannot "temporarily accelerate" and then repeat the age group the next year. Once a child has accelerated to the next age group, the child will remain with the new age group until they withdraw from the center. This means that the child will graduate too early for public Kindergarten.
- If parents request acceleration and it is approved, parents will sign a form indicating they understand their child will leave the center too young for public Kindergarten.

Note that only children enrolled at the JSC CCC can be accelerated. Children on the waiting list will not be accelerated.

#### **4.5 WITHDRAWAL NOTIFICATION REQUIREMENTS**

The security deposit paid at registration is refunded when the child is withdrawn from the center under the following conditions:

- A written withdrawal notice is submitted to the Facility Director at least four weeks prior to the withdrawal date of the child.
- A separate written request for security deposit must be submitted to the Facility Director for return of the security deposit – allow 2 weeks.
- The withdrawal is not due to an immediate termination of enrollment resulting from disciplinary action (i.e., failure to pay membership dues or tuition).
- No other children from the same family are still enrolled.

The security deposit may be credited towards the last two weeks of tuition, may be refunded in full within 14 days of the last day of attendance, or may be donated to the JSC CCC. Note that as soon as written notice is received, the Waiting List Coordinator will begin the process of filling the opening from the waiting list. Therefore, written notice of withdrawal is effective immediately upon receipt by JSC CCC and cannot be rescinded unless it is rescinded prior to the opening being filled. Parents desiring to re-enroll their child in the JSC CCC or return them to the waiting list may contact the Waiting List Coordinator. Note that accumulation of points will begin as of the date that the child is placed back onto the waiting list (no previous points will be carried over).

## **5.0 DAILY OPERATION**

When a room contains 3 full-time teachers, the shifts of the teachers are 7:00 a.m.–4:00 p.m., 8:00 a.m.– 5:00 p.m., and 8:30 a.m.–5:30 p.m. When a room contains 2 full-time teachers, the shifts of the teachers are 7:00 a.m.-4:00 p.m. and 8:30 a.m.-5:30 p.m.

### **5.1 ARRIVAL PROCEDURES**

Teachers arrive before 7:00 a.m. to prepare the center for business. The Child Care center doors will be unlocked promptly at 7:00 a.m. to receive children.

#### **5.1.1 Parking**

Parking in front of the school will be left open for the parents. Parking for staff will be at the side parking lot. There is a five-minute limit on parking under the covered driveway. Cars should only park on the right hand side to allow other vehicles to drive by. There is no parking at any time in the yellow marked area in front of the building or in the crosswalk.

Parents must turn off their automobile engines when not physically in the driver's seat of the car and supervise their children at all times when in the parking lot. Security will be notified if children are left alone in a car.

#### **5.1.2 Drop-off Procedures**

Parents are required to log the arrival and departure times for their children each day on the keypad located at the Office Manager desk in the main lobby.

Keypad Procedure:

- Press the "Child" button on the keypad.
- When prompted, enter the child's PIN (assigned upon registration).
- Press the "OK" button.

The keyboard display will indicate either "Clocking In" or "Clocking Out" and the current date and time will be stored in the computer.

An SFEI staff member will be at the front desk to greet families, answer questions, and handle any issues that arise. All children must be left in the care of a staff member. Children in rooms 1-4 should be delivered to their room by their parent. Children in rooms 5-9 should be dropped-off by their parent, either to the staff member in the cafeteria for breakfast, or to their appropriate classroom. Children arriving prior to 7:30am will be dropped-off in their classroom but will be escorted to the cafeteria for breakfast if they desire at that time. All children should be in classrooms at 8:30 a.m.

## **5.2 DEPARTURE PROCEDURES**

Only parents and people who have been previously authorized by the parents will be allowed to remove a child from the center. At the time of enrollment, parents will be asked to provide a list of alternate people (i.e., family members or close friends) who are authorized to drop off and pick up their child (reference Enrollment Forms, Section 4.3). Any deviation from the normal authorized person requires a written note from the parent in advance submitted to both the Office Manager and the child's teachers. The person picking up the child will need to show a driver's license or NASA badge for identification. If it is an individual's first time to pick up the child, the center will need a photo copy of their driver's license. If the contact is listed on the Transportation form but the center/teachers did not receive a written permission slip from the parent, a staff member will call the parent to confirm permission before releasing the child. The parent may fax a permission slip to the school.

## **5.3 ROOM-SPECIFIC DAILY OPERATION**

The following are general classroom procedures. Daily variations will occur to accommodate the children's needs and special activities planned for the day. The class schedule with times is distributed to the parents at Open House and is posted in the room on the parent information board. Enrichment classes are worked into the schedule according to the times that they are offered. Children participate in enrichment classes when they are developmentally ready (varies by class). Room supply requirements will be handed out at Open House and throughout the school year as needed. No toys from home are allowed except for naptime sleep toys and special occasions (i.e., show-and-tell days).

### **Diaper Changing Procedures:**

- Before the child is ready to potty train, only parent-provided disposable diapers or pull-ups are used. Diapers, pull-ups, wipes, and diaper ointment are labeled with each child's name and stored in their cubbies.
- Diapers/Pull-Ups are changed approximately every two hours.
- Children's diaper supplies are placed on the table before lifting the child onto the table.
- The teacher always maintains one hand securely on the child while the child is on the table.
- Latex gloves are used and removed after each diaper change. The teacher and child's hands are washed after diaper changing.
- The child's face is wiped with disposable wash cloths at each diaper change.

- Soiled diapers are wrapped in the used latex glove. Diaper pails must have lids. They are emptied after lunchtime, sprayed with sanitizing spray, and emptied at the end of the day.
- The changing table is sprayed with sanitizing spray after every use. Teachers wait 2 minutes before changing a new child.
- Documentation of the diaper change is added to child's daily report.
- The diaper changing table sink is for hand washing. Food items are never to be placed on or stored by the sink.

### **Potty Training Procedures:**

- Potty training begins when the teachers and parents agree that the child is ready to potty train.
- Children are sent to the bathroom approximately every hour when potty training.
- Children arrive at school in loose fitting training underwear. Parents provide several changes of underwear and clothes.
- Pull-ups are ONLY worn at naptime. After naptime, pull-ups are replaced with cloth underwear.
- The teachers place soiled underwear and clothes in a plastic bag and place the bag in the child's cubby for the parent to take home and wash.
- The teachers offer ample opportunity for children to use the toilet when they are interested.
- Toilet attempts or failures are never punished. Accidents are cleaned up with a minimum of fuss and attention.
- Children are supervised by a teacher while attempting to use the toilet.
- The teacher helps train the child to wipe him/herself and to pull up his/her underwear.
- After toileting, the teacher and child wash their hands for approximately 30 seconds and turn the faucet off with a paper towel.
- Teachers may use stickers or other small items as rewards for potty training. Candy will not be used.

### **Bathroom Procedures for Potty Trained Children:**

- The teachers offer ample opportunity for children to use the toilet when they are interested.
- A teacher will supervise the child while attempting to use the toilet.

- A teacher will verbally help train the child to wipe him/herself and pull up his/her clothing (in the appropriate age group).
- After toileting, the child washes his/her hands for approximately 30 seconds and turns the faucet off with a paper towel.
- Toilet attempts or failures are never punished. Accidents are cleaned up by the child with a minimum of fuss and attention.
- If an accident occurs, soiled underwear and clothes are placed in a plastic bag and put in the child's cubby for the parent to take home and wash.

#### **Cafeteria Snack Time Procedures:**

- The children are seated at the table and reminded to sit solidly on their seats.
- Teachers and kitchen staff check allergy alert sheets (posted in the kitchen with a photo of the child) before serving snack to the children. The kitchen staff will prepare substitutions or teachers will implement substitutions sent by the parents.
- The teachers begin serving snack (with gloves on) to those that are interested. The teachers allow self-serving when possible.
- Food is not placed directly on the table.
- After snack, the children throw their trash away and return to the classroom.
- The kitchen staff sweeps the floor and wipes and sanitizes the table.
- Note: For afternoon snack the teacher records USDA information.

#### **Cafeteria Lunch Time Procedures:**

- The children are reminded to walk (not run) and to sit solidly on their seats to prevent any accidents throughout the lunch period.
- Teachers and kitchen staff check allergy alert sheets (posted in the kitchen with a photo of the child) before serving lunch to the children. The kitchen staff will prepare substitutions or teachers will implement substitutions sent by the parents.
- A hand-washing sink and hand sanitizing stations are available in the cafeteria for anyone who needs to wash again before eating.
- The children then proceed to the kitchen serving window where a teacher hands them a tray. Each child picks up his/her utensils and proceeds to the milk station. The child chooses their milk and proceeds to the table.
- After all the children are seated, one teacher walks around assisting them with cutting their food and/or opening milk cartons. The other teacher

assists the children in passing the cold side dishes. Staff must use gloves when handling food or utensils.

- The teachers supervise the children during lunch and assist them as necessary with spills.
- Once children are settled and start eating, the teachers sit down and begin eating their meal. A family style atmosphere is the goal. The teachers eat as a secondary activity, with the primary focus on encouraging and supporting the children through their meal. No child is forced to eat. Teachers also use cafeteria time as a teaching moment encouraging healthy eating habits.
- After the meal is served to the children, a teacher documents the count on the USDA form.
- After the meal, the teachers encourage the children to clean up after themselves and help clear the children's trays. Children take their tray to the trash cart. Silverware is placed in one divider, milk/liquids are emptied into the liquid receptacle, food trash is deposited in the trash can, and trays are stacked in their receptacle.
- The kitchen staff sweeps the floor and wipes and sanitizes the table.

#### **Outdoor Recess Procedures:**

- The teachers check attendance and count the number of children to ensure meeting required supervision ratio.
- The teachers ensure children are dressed appropriately for outdoor play (weather, sunscreen, insect repellent, etc.)
- The children are reminded of the playground safety rules and transition to the outside play area.
- The children wait while one teacher checks the playground for hazards. Once the teacher completes this check, the children may begin play.
- While outside, the teachers implement the playground safety rules (Reference Playground Safety Rules, Section 8.2) and maintain supervision.
- The teachers routinely remind the children to utilize shade, water, and bathroom facilities.
- Weather advisories are followed at all times.



### **5.3.1 Infants (Room 1)**

During the year, the infants progress from bottles to sippy cups, from infant seats to feeding chairs (short high chairs or a feeding table), and from cribs to cots. Age-appropriate toys are added to the room as the children grow and develop. The Infant teachers follow the babies' individual schedules within the framework described below.

#### **Required Paperwork**

- Infant Information Form (monthly updates required until the baby is eating table food)

#### **Room Policies:**

- Parents will take off shoes or put on slip covers before entering room.
- Older siblings are not allowed in the room.

**Supplies:** Parents are responsible for keeping up with their child's supplies. They may be contacted during the day to bring supplies if they run out.

- Two bibs
- Two feeding spoons
- 1 package 3 burp cloths
- 1 feeding bowl or plate
- 1 sippy cup (label both cup and lid)
- 2 boxes of Kleenex
- Pacifier (labeled with the infant's first and last names)
- 1 disposable camera
- Disposable diapers (label outside of package only)
- Diapering supplies including wipes, diaper rash cream, etc. (label each container)
- Prepared bottles (labeled with first and last name on bottle and cap)
- Baby food if required (label top and bottom of jars)
- Sunscreen and insect repellent (requires written permission from parent)

**Things to bring from home:**

- Family pictures
- Old Magazines
- Blanket if you wish to use one (parent authorization required on Infant Information Form)
- One complete change of clothes (label each piece of clothing)
- All items will need to be labeled

**Opening Procedures:**

- The opening teacher arrives in the room and looks for any notes left by the closing teacher on the kitchen prep table. The teacher also prepares cribs (puts sheets on), prepares bleach/water solution, stocks cubbies with diapers, puts clean toys out, and checks on laundry if time allows. Each infant and parent is met with a warm welcome upon arrival.
- The teacher reviews the monthly lesson plan and prepares for that day's activities including noting if enrichment is scheduled.
- As they arrive, the infants are placed in the room according to their need and interest (swing, floor play, saucer, table).
- Breakfast is delivered to the room by the kitchen staff around 7:40 a.m. The teacher will cut up the food and make sure it is at the ideal temperature. If more breakfast trays are needed, the teacher will call the kitchen and they will deliver more trays.
- At 8:00 a.m., the middle shift teacher arrives. She assists with breakfast, bottle feeding (reference bottle feeding), and diaper changing (reference diaper changing).
- The third teacher arrives at 8:30 a.m. All three teachers work toward meeting the infants' needs (feeding, diapering, rocking to sleep, etc).
- The Infant Toddler Coordinator comes in at 9:00 a.m. so that the teachers can start their 15-minute breaks.

**Snack Time Procedures:**

- Snack is delivered to the room by the kitchen around 9:30 a.m. Infants have their hands washed by the teacher and are placed at the feeding table.
- One teacher helps to prepare the snack while another teacher sits at the table assisting with feeding. The third teacher is tending to the babies that are not eating snack.
- Food is not placed directly on the table.

- A teacher sweeps the floor and wipes and disinfects the table.
- After each infant is finished with snack, he/she is placed either on the floor for free play or in a swing. After all the infants are finished with snack, the infants that are awake will be taken outside for outdoor play.

#### **Outdoor Recess Procedures:**

- (Reference Outdoor Recess Procedures)
- Two teachers will go outside with the infants that are awake while one stays in the room with the sleeping babies. This teacher will use this opportunity to disinfect the toys and room.
- At the end of recess, the teachers assemble the infants, check ratio and then proceed back to the classroom to prepare for lunch. Water is offered to the infants after returning to the room.

#### **Lunch Procedures:**

- Children come in from outside and have their diapers changed and hands and faces washed. The children are then seated at the classroom table for singing songs and participating in finger play.
- Lunch is delivered to the room by the kitchen staff around 11:00 a.m. One teacher cuts up the food, while another teacher is sitting at the table assisting with feeding, and the third teacher is supervising the infants that are not interested in eating at that time.
- Teachers and kitchen staff check allergy alert sheets before serving lunch to the infants. The kitchen staff will prepare substitutions or teachers will implement substitutions sent by the parents.
- After cutting and serving the cafeteria food, the teacher helping with food prep will start warming up infant food provided by the parents. Only unopened baby food jars are used. Infant food jars are warmed up in the crockpot and then placed in a bowl. Infants are never fed directly from a jar. Food served but not eaten is thrown away. Unused food is sent home at the end of the day.
- The teachers talk with the infants as they are fed.
- After the meal is served to the infants, a teacher will document the count on the USDA form. An infant will not be counted on the USDA form unless they eat the complete meal served by the school including the whole milk.
- After lunch, babies will be wiped with an individual clean wash cloth and will have their diaper changed if needed.

- Once infants are finished with lunch, a teacher will wipe and disinfect the table and sweep the floor. Sippy cups are hand washed with soap and hot water daily.
- Naptime begins around 12:00 p.m., and is dependent on the child's schedule.
- Teachers begin taking lunches at around 11:30 a.m., at which time a floater helps to maintain ratio within the room.

### **Naptime Procedures:**

- Medication is administered at this time (reference Health & Illness Policy, Administration of Medications, Section 6.5).
- Teachers ensure that infants sleep in their own individually labeled crib.
- Infants will be placed in the crib on their backs unless a parent has provided a confirmation form from a physician stating that it is okay to not put the infant on his/her back. A child capable of turning over will be allowed to reposition his/herself from the back placement.
- Cribs are free of pillows, stuffed quilts, heavy blankets, toys, and stuffed animals.
- Blankets are not used in the cribs. The JSC CCC encourages babies to be put in sleepers with feet for warmth. **If parents want their child to sleep with a blanket, they must indicate so on the Infant Information Form.** A light blanket is tucked around the crib mattress to cover the baby only from the chest down. The Infants' heads always remain uncovered.
- Blankets do not hang on the sides of the cribs.
- The teachers check on the sleeping babies every 5 minutes.
- The teachers quickly comfort infants in distress and remove infants from the cribs when they awake from nap.
- During naptime, the teachers fold and put away the laundry. They also restock supplies and disinfect the room.
- Teachers alternate taking 15-minute breaks. The Infant Toddler Coordinator stays in the room to help tend to the infants and cover breaks.

### **Snack Time Procedures:**

- Snack is delivered to the room by the kitchen around 2:30 p.m. Infants have their hands washed by the teacher and are placed at the feeding table.
- One teacher helps to prepare the snack while another teacher sits at the table assisting with feeding. The third teacher is tending to the babies that are not eating snack.

- Food is not placed directly on the table.
- A teacher sweeps the floor and wipes and disinfects the table.
- After each infant is finished with snack, he/she is placed either on the floor for free play or in a swing. After all the infants are finished with snack, the infants that are awake will be taken outside for outdoor play.

#### **Mid-Afternoon Procedures:**

- After snack, any teacher that has not had a 15-minute break takes one. The Infant Toddler Coordinator stays in the room to help tend to the infants and cover breaks.
- At 3:00 p.m., the opening teacher takes the trash out and leaves for the day.
- At 4:00 p.m., the crib sheets are taken off the mattresses and taken to the laundry room to be washed.
- The Infant Toddler Coordinator takes her break around 4:15 p.m. After break, she returns to the room to help tend to the infants and maintain ratio.
- If ratio and interest allows, the infants will go outside for afternoon recess (reference Outdoor Recess Procedures).

#### **Preparation for End of Day Pick-up:**

- The teachers prepare information and paperwork for the parents.
- As parents arrive, the teachers use this opportunity to communicate important information (infant activities, problems, supplies, etc.)
- Parents should check their child's mailbox daily. Sippy cups should be taken home for sterilization periodically.
- A teacher checks attendance, and initials and marks the time as the infants are picked up by their parents. She also verifies that all infants are picked-up by parents or authorized personnel (check ID).
- The mid-shift teacher leaves at 5:00 p.m., if the room is within ratio. If not, she will stay and receive comp time. The mid-shift teacher puts dirty laundry in the washing machine when departing for the day.
- At the end of the day, the teachers must ensure the parents receive the infant's daily sheet.
- Once all the infants have left for the evening, the closing teacher sanitizes the room with sanitizing spray, cleans all toys, and leaves the toys in the sink to dry overnight.

**Bottle Feeding Procedures:**

- Bottles are prepared and labeled (bottles and caps) by the parent with the infant's first and last name. Nipples must be covered. A teacher will examine each infant's bottles as they come in to ensure bottles are labeled properly.
- Only plastic bottles are used.
- Bottles are heated by a secured crockpot.
- All bottles are checked to ensure appropriate temperature.
- Empty, partially used, and unused bottles are returned to parents daily at pickup.
- Bottles are only saved for 30 minutes. If not consumed in that time, the milk/formula is discarded.
- Partially used bottles are not reheated.
- Bottles are prohibited in the cribs.
- Propped bottles are prohibited.
- Every attempt is made to hold infants while bottle-feeding, even when infants are able to hold bottles on their own.
- The teachers talk with the infants during bottle-feeding.

**Nursing:**

A private room is available at the JSC CCC for nursing mothers. Nursing in the classrooms is not allowed. Mothers are allowed to nurse their child at any time during the day. The child's nursing schedule can be provided to the child's teachers at the time of enrollment. If a mother chooses to express her milk so that it may be fed to the child at a later time, the bottle of expressed milk is labeled with the child's name and placed in the refrigerator in the infant room.

**5.3.2 Toddlers and Twos (Rooms 2-5)**

The toddlers progress from sippy cups to regular cups during the year. The staff works with the children and parents to wean toddlers from pacifiers. The rooms are outfitted with tables and chairs that are low to the floor for eating and art projects. The toddlers and twos are served meals and snacks prepared by the JSC CCC kitchen staff in the classrooms. Age-appropriate toys are added to the rooms as the children grow and develop. Computers are available in room 5 for use during group lesson time. Rooms 3 through 5 contain a child-sized toilet for potty training (reference Potty Training Procedures).

**Supplies:** Parents are responsible for keeping up with their child's supplies. If supplies run out, parents may be contacted during the day to replenish them.

- For room 2, 1 sippy cup (label both cup and lid)
- Disposable diapers or pull-ups (label outside of package only)
- Diapering supplies including wipes, diaper rash cream, etc. (label each container)
- While child is being potty trained, supply of training pants, plastic pants, and disposable diapers or pull-ups for naptime (label each pair of training pants and plastic pants)
- Blanket or special naptime toy (label each item)
- One complete change of clothes (label each piece of clothing)
- Sunscreen and insect repellent (requires written permission from parent)
- School supplies specified by the teachers (i.e., crayons, construction paper, glue, scissors, toothbrush and cap, toothpaste, tissues, etc.)

**Opening Procedures:**

- The opening teacher arrives in the room and looks for any notes left by the closing teacher on the kitchen prep table. She also prepares the room (takes chairs down from the tables, cleans the tables, disinfects the room, checks the laundry, etc.)
- The teacher reviews the weekly lesson plan and prepares for that day's activities including noting if enrichment is scheduled.
- Parents drop off the children in their rooms. The children begin to play in centers. The teachers use this time to communicate with parents.
- Breakfast is delivered to the rooms by the kitchen around 7:30 a.m. The teacher cuts up the food and checks for choking hazards and food allergies. A floater is available to help supervise the kids during breakfast in room 2.
- After breakfast, the room 4 and 5 teachers initiate small group play (Lego's, table toys, Play-Doh) and begin calling children one at a time to the bathroom (reference Potty Training Procedure).
- In rooms with three teachers, at 8:00 a.m. the middle shift teacher arrives. She first checks to see if she needs to bring more breakfast trays to the room. She also starts changing diapers for those children that need it (reference Diaper Changing Procedures).
- The later shift teacher arrives at 8:30 a.m. Diaper changing begins for all the children.

**Morning Procedures:**

- After breakfast, the children are encouraged to help clean up the toys, and then scheduled lessons begin. A copy of the lesson plan is posted in the room for parents to view. One teacher will coordinate the lesson, another teacher will finish diaper changing/toileting (reference Potty Training and Diaper Changing Procedures) while the third teacher helps clean up after breakfast and returns the breakfast trays to the kitchen. Once the clean up is complete, the teacher supervises and plays with the kids that are not interested in the lesson.
- After the lesson, the children wash their hands and are seated at the classroom table in preparation for morning snack

**Morning Snack Time Procedures:**

- Snack is delivered to the room by the kitchen staff.
- The children are reminded to sit firmly on their seats.
- Teachers and kitchen staff check allergy alert sheets before serving snack to the children. The kitchen staff will prepare substitutions or teachers will implement substitutions sent by the parents.
- The teachers begin serving snack to those that are interested and supervise the children as they eat.
- Food is not placed directly on the table.
- Children help throw their trash away.
- A teacher sweeps the floor and wipes and disinfects the table.

**Mid-morning Procedures:**

- One teacher goes on her 15-minute break, while the other teacher(s) either read and have circle time, or open center play and table toys. Once the first teacher comes back, the other teacher(s) take their breaks one at a time.
- The teachers implement the weekly theme found in the lesson plan posted on the classroom bulletin board.
- Around 10:00 am, the children help clean up and prepare for outside recess. Those that are potty training are sent to the bathroom before going outside. Diapers are changed for the remaining children.



**Outdoor Recess Procedures:**

- (Reference Outdoor Recess Procedures)
- At the end of recess, the teachers assemble the children, check ratio and then proceed back to the classroom or to the cafeteria to prepare for lunch.

**Lunch Procedures:**

- The children wash their hands and faces with teacher assistance. The children then sit at the classroom table for an activity (such as listening to a story on tape, singing songs, or participating in finger play) while waiting for lunch.
- Lunch is delivered by the kitchen staff around 11:00 a.m. One teacher cuts up the food and pours milk in cups (with lids when appropriate), while another teacher is sitting at table entertaining the kids, and the third teacher is finishing up hand washing.
- The teachers supervise the children during lunch and assist them as necessary with spills.
- After the meal is served to the children, a teacher documents the count on the USDA form.
- After the meal, the teachers help clear the children's trays and encourage the children to clean up after themselves.
- A teacher disinfects the tables and chairs and sweeps the floor. Sippy cups (when used) are hand washed with soap and hot water daily.
- Children potty or have their diapers changed, and wash their hands and faces with teacher assistance.
- The older twos are escorted outside for recess while the younger children prepare for naptime.
- Around noon, the teachers assemble the children that are at recess, check ratio, and proceed to the classroom to prepare for naptime.

**Naptime Procedures**

- Diapers are checked and changed only if needed. Children are assisted in using the bathroom, washing their hands, and brushing their teeth (when age-appropriate).
- Children who are awaiting their turn, or are finished sit and look at books.
- Cots are placed strategically around the room to avoid creating a tripping hazard and blocking the exits.

- Medication is administered at this time if required (reference Health & Illness Policy, Administration of Medications, Section 6.5).
- The teachers ensure that children sleep on the same labeled cot during the week with a fitted sheet and blanket. Sheets are washed daily in Rooms 2 and 3, and weekly (on Fridays) in room 4 and 5. On Friday, the cots are sprayed with sanitizing spray.
- Shoes remain on the children during naptime.
- Children's heads remain uncovered during naptime.
- During naptime, the teachers take turns having their lunch breaks. One teacher is always present in the room.
- Children are encouraged to be quiet until after 2:00 p.m. As the children wake up, they are directed to the bathroom to potty and wash hands or have their diapers changed and hands washed then proceed to a quiet table activity.
- All children are woken up at 2:30 p.m. Children are invited to play centers while one teacher puts away the cots and the other teacher(s) assist with bathroom needs.
- The children are then encouraged to clean up their center and prepare for snack.
- Young Room 2 children that are still placed by the teachers on their crib/COTs will be placed on their back unless a parent has provided a confirmation from a physician stating that it is okay to not put the infant on his/her back. A child capable of turning over will be allowed to reposition his/herself from the back placement.

#### **Afternoon Snack Time Procedures:**

- The children are assisted with hand washing and are seated at the table. They are reminded to sit firmly on their seats.
- Snack is delivered to the classroom by the kitchen staff.
- Teachers and kitchen staff check allergy alert sheets before serving snack to the children. The kitchen staff will prepare substitutions or teachers will implement substitutions sent by the parents.
- The teachers begin serving snack to those that are interested and supervise the children as they eat.
- Food is not placed directly on the table.
- Children help throw their trash away.
- A teacher sweeps the floor and wipes and disinfects the table.

**Mid-Afternoon Procedures:**

- After snack, teachers begin taking their 15-minute breaks one at a time while children are involved in center play. After teacher breaks, children are encouraged to clean up centers for afternoon recess.
- The opening teacher leaves at 4:00 p.m. The co-teacher(s) stay outside if ratio and weather allow or take the children back to the room for free play. After recess, the children are escorted back to the room and have their diapers changed if needed and hands and faces washed, or are assisted with using the potty and washing their hands and faces. In rooms with three teachers, the mid-shift teacher leaves at 5:00 after all children have been diapered or assisted with the potty.

**Preparation for End of Day Pick-up:**

- The teacher checks attendance and marks the time as children are picked up. The teacher verifies that all children are picked-up by their parent or authorized personnel (check ID).
- The teacher prepares information and paperwork for parents.
- As parents arrive, the teacher uses this opportunity to communicate important information (child activities, problems, supplies, etc.)
- Parents should check their child's mailbox daily. Sippy cups (if used) should periodically be taken home for sterilization. Blankets should be taken home on Friday for laundering and returned on Monday.
- Once all the children have left for the evening, the closing teacher sanitizes the room with sanitizing spray (reference Sanitizing, Section 7.1).

**5.3.3 Early Pre-K (Rooms 6-7)**

As the children grow and develop, the level and amount of curriculum taught increases and age-appropriate toys are added to the room. In addition, computers are available in the classroom for use with computer curriculum programs that re-enforce the concepts that are taught by the teachers.

**Room Policy:**

- Children must be potty trained before being placed in an Early Pre-K room. They are expected to be able to independently use the restroom, unless extenuating circumstances (such as illness or injury) require the teacher's assistance. As with any developmental activity, good toileting habits must be reinforced at home in order to be effective.

**Supplies:** Parents are responsible for keeping up with their child's supplies. If supplies run out, parents may be contacted during the day to replenish them.

- Blanket and small pillow or special naptime toy (label each item)
- One complete change of clothes (label each piece of clothing)
- Sunscreen and insect repellent (requires written permission from parent)
- School supplies specified by the teachers (i.e., crayons, construction paper, glue, scissors, toothbrush and cap, toothpaste, tissues, etc.)

**Opening Procedures:**

- The opening teacher arrives in the room and looks for any notes left by the closing teacher on the clipboard or FYI Notebook.
- The teacher reviews the weekly lesson plan and prepares for that day's activities including noting if enrichment is scheduled.
- The teacher prepares the room for the day, disinfect surfaces, checks toilet paper and paper towel supply, checks that all chemicals are put away, checks that locking closets and cabinets are locked, and turns on computers.
- The teacher remains in the classroom to supervise the children as they arrive for the day. The teacher also uses this time to communicate with classroom parents.
- The teacher initiates center or small group (Lego's, etc.) play. While children are in active play, the teacher calls the children one at a time to the bathroom. (Reference Bathroom Procedures for Potty trained Children.)
- The co-teacher arrives at 8:30 a.m.

**Morning Procedures:**

- The children are encouraged to clean up their centers and proceed to circle time.
- Both teachers are present at circle time. One teacher leads the activity and the other handles behavior disruptions.
- After circle time, one teacher supervises as the children wash their hands.
- The teachers check ratio and escort the children to the cafeteria for morning snack (reference Cafeteria Snack Procedures).

**Mid-morning Procedures:**

- The teachers conduct one or more activities from the weekly lesson plan posted on the classroom bulletin board. Examples include art, music, writing, and cutting.
- The children may also be involved in center play, gardening activities (such as tending an outdoor garden or watering indoor plants), or pet activities (such as feeding or brushing the animals). Children wash hands before and after handling pets or their supplies, and after gardening.
- The teachers each take a 15-minute break one at a time while the children are engaged in an activity.
- The children have outside recess in the late morning (weather permitting). The children help clean up and use the bathroom before recess.
- The children may also continue with any of the activities described above until lunchtime. The children help clean up the classroom and wash hands in preparation for lunch. The teachers then escort the class to the cafeteria while keeping their roll sheets with them at all times.

#### **Outdoor Recess Procedures:**

- (Reference Outdoor Recess Procedures)
- At the end of recess, the teachers assemble the children, check ratio and then proceed to the classroom.
- Room 7 prepares for naptime.
- Room 6 prepares for lunch by washing hands and using the bathroom. Then the teachers escort the children to the cafeteria while keeping their roll sheets with them at all times.

#### **Lunch Procedures:**

- (Reference Cafeteria Lunch Time Procedures)
- After lunch, the room 7 teachers assemble the class, check ratio, and take them outside for recess.
- After lunch, the room 6 teachers assemble the class, check ratio, and proceed to the classroom to prepare for naptime.

#### **Naptime Procedures:**

- The children may sit to watch a video representation of the weekly theme. Children who do not wish to watch may sit at the table and read quietly.
- One teacher assists the children one at a time to use the bathroom, wash their hands, and brush their teeth. When they finish in the bathroom, the children assemble to hear a story or return to the table to read.

- At the same time, the other teacher places the cots strategically around the room to avoid creating a tripping hazard and blocking the exits.
- Children are allowed to choose a stuffed animal to sleep with and proceed to their cots.
- Medication is administered at this time if required (reference Health & Illness Policy, Administration of Medications, Section 6.5).
- The teachers ensure that children sleep on the same labeled cot during the week with a fitted sheet and blanket. On Friday, the sheets are removed and laundered and the cots are sprayed with sanitizing spray.
- Shoes remain on the children during naptime.
- Children's heads remain uncovered during naptime.
- Teachers take turns having their lunch breaks. One teacher is always present in the room during naptime.
- Children are encouraged to be quiet until after 2:00 p.m. As the children wake up, they are directed to the bathroom to potty and wash hands then proceed to a quiet table activity.
- All children are woken up at 2:30 p.m. One teacher puts away the cots and the other teacher assists with bathroom needs.
- The children wash hands and are escorted to the cafeteria for afternoon snack (reference Cafeteria Snack Procedures).

#### **Mid-afternoon Procedures:**

- The teachers begin circle time or open center play.
- The opening teacher takes her 15-minute break. When she returns, the co-teacher takes her 15-minute break.
- The children are encouraged to clean up in preparation for outside recess.
- The opening teacher leaves at 4:30 p.m. The co-teacher stays outside if ratio and weather allow or takes the children back to the room for an activity from the lesson plan and then free play.

#### **Preparation for End of Day Pick-up:**

- The teacher checks attendance and marks the time as children are picked up. The teacher verifies that all children are picked-up by their parent or authorized personnel (check ID).
- The teacher prepares information and paperwork for parents.
- As parents arrive, the teacher uses this opportunity to communicate important information (child activities, problems, supplies, etc.)

- Parents should check their child's mailbox daily. Blankets should be taken home on Friday for laundering and returned on Monday.
- The children and teacher work to clean the classroom and check the animals (when applicable).
- Once all the children have left for the evening, the closing teacher sanitizes the room with sanitizing spray (reference Sanitizing, Section 7.1).
- The closing teacher stacks the chairs and leaves any notes for the opening teacher in the FYI Notebook or clipboard.

#### **5.3.4 Pre-K (Rooms 8-9)**

As the children grow and develop, the level and amount of curriculum taught increases and age-appropriate toys are added to the room. In addition, computers are available in the classroom for use with computer curriculum programs that re-enforce the concepts that are taught by the teachers.

#### **Room Policy:**

- Children must be potty trained before being placed in a Pre-K room. They are expected to be able to independently use the restroom, unless extenuating circumstances (such as illness or injury) require the teacher's assistance. As with any developmental activity, good toileting habits must be reinforced at home in order to be effective.

**Supplies:** Parents are responsible for keeping up with their child's supplies. If supplies run out, parents may be contacted during the day to replenish them.

- Blanket and small pillow or special naptime toy (label each item)
- One complete change of clothes (label each piece of clothing)
- Sunscreen and insect repellent (requires written permission from parent)
- School supplies specified by the teachers (i.e., crayons, construction paper, glue, scissors, toothbrush and cap, toothpaste, tissues, etc.)

#### **Opening Procedures:**

- The opening teacher arrives in the room and looks for any notes left by the closing teacher on the clipboard.
- The teacher reviews the weekly lesson plan and prepares for that day's activities including noting if enrichment is scheduled.
- The teacher turns on the computers, takes down the chairs, and checks for any disinfecting that may still be required.

- The teacher remains in the classroom to supervise the children as they arrive for the day. The teacher also uses this time to communicate with classroom parents.
- The teacher initiates free play. While the children are in active play, the children stop play to use the bathroom as needed. (Reference bathroom procedures.)

### **Morning Procedures:**

- The co-teacher arrives at 8:30 a.m.
- The children are encouraged to clean up their centers and proceed to circle time.
- Both teachers are present at circle time. One teacher leads the activity and the other handles behavior disruptions.
- After circle time, the children may participate in reading groups and/or an activity from the curriculum.
- One teacher supervises as the children wash their hands two by two in the bathroom.
- The class assembles in line, ratio is checked, and the class proceeds to the cafeteria for snack time (reference Cafeteria Snack Procedures).

### **Mid-morning Procedures:**

- The teachers conduct curriculum from the weekly theme found in the lesson plan posted on the classroom bulletin board (discussions, worksheets, art projects, reading time, etc.).
- Each teacher takes a 15-minute break at staggered times.
- After teacher breaks, the class goes to morning recess.

### **Outdoor Recess Procedures:**

- (Reference Outdoor Recess Procedures)
- At the end of recess, the teachers assemble the children, check ratio and then proceed to the classroom for more activities from the curriculum, or to prepare for lunch.
- One teacher guides the children to the bathroom and supervises hand washing. The other teacher reads to the children.

### **Lunch Procedures:**

- (Reference Cafeteria Lunch Time Procedures)



**Naptime Procedures:**

- After coming in from the cafeteria, the children become involved in a quiet activity such as reading or table-top toys.
- One teacher assists the children one at a time to use the bathroom, wash their hands, and brush their teeth. The other teacher sets out the cots and supervises the children awaiting their turn in the bathroom.
- Medication is administered at this time if required (reference Health & Illness Policy, Administration of Medications, Section 6.5).
- The children are directed to their cots for naptime. The teacher may elect to read to the children and/or show a movie as the children are preparing for naptime/quiet time.
- The teachers ensure that children sleep on the same labeled cot during the week with a fitted sheet and blanket. On Friday, the sheets are removed and laundered and the cots are sprayed with sanitizing spray.
- Shoes remain on the children during naptime.
- Children's heads remain uncovered during naptime.
- Teachers take turns having their lunch breaks. One teacher is always present in the room during naptime.
- Naptime lasts for two hours. As the children wake up, they are directed to the bathroom to potty and wash hands then proceed to a quiet table activity.
- All children are woken up after two hours. They are invited to assist with the clean up of naptime. They bring their cots to be stacked and put away their own nap items. Hands are washed and a free activity is available concurrently.
- After naptime, the teachers lead the children to the cafeteria for afternoon snack (reference Cafeteria Snack Procedures).

**Mid-afternoon Procedures:**

- After snack, the teachers escort the children back to the classroom for afternoon story time. The co-teacher guides children to the bathroom in preparation for recess.
- At this time teachers alternate breaks.
- The opening teacher leaves at 4:00 p.m. The co-teacher stays outside if ratio and weather allow or takes the children back to the room for an activity on the weekly theme and then free play.

**Preparation for End of Day Pick-up:**

- The teacher checks attendance and marks the time as children are picked up. The teacher verifies that all children are picked-up by their parent or authorized personnel (check ID).
- The teacher prepares information and paperwork for parents.
- As parents arrive, the teacher uses this opportunity to communicate important information (child activities, problems, supplies, etc)
- Parents should check their child's mailbox daily. Blankets should be taken home on Friday for laundering and returned on Monday.
- All sheets are removed from the cots on Fridays and personal bedding is sent home for laundering. Center laundry is done on Monday morning.
- The children and teacher work to clean the classroom and check any pets.
- Once all the children have left for the evening, the closing teacher sanitizes the room with sanitizing spray (reference Sanitizing, Section 7.1).
- The closing teacher stacks the chairs and leaves any notes for the opening teacher on the clipboard.

## **6.0 HEALTH POLICIES FOR THE CHILDREN**

### **6.1 MEDICAL HISTORY AND IMMUNIZATION RECORDS**

All children at the JSC CCC must be immunized or participating in an immunization schedule under a licensed physician.

- At enrollment, parents are required to submit a Medical Information form and a current copy of the child's immunization schedule report (copy provided by the child's doctor's office). These forms identify the child's medical history, chronic medical conditions, medication and/or food allergies, and immunization history. Parents should provide updates to this information as it changes or upon request from the staff.
- Parents are required to turn in updated immunization records on an annual basis as a minimum and will be asked to sign an acknowledgment to that effect at enrollment. Reference immunization chart [www.dshs.state.tx.us/immunize/imm\\_sched.shtm](http://www.dshs.state.tx.us/immunize/imm_sched.shtm). Although the recommended Immunization Schedule is updated and distributed annually, the 2007 version is located in Appendix B, Texas Regulatory Immunization Schedule, for reference. SFEI staff and the Texas Health Department will review medical and immunization records to ensure that they are up to date. Parents will be informed of incomplete records and will be given a deadline for providing missing information.

### **6.2 MEDICAL RELEASE FORMS**

Three medical release forms are utilized at the JSC CCC:

- Medical Emergency Authorization –This form is filled out at the time of enrollment. Reference “Enrollment Forms and Information Package.”
- Administration of Medication Permission Form – This form is available in the classrooms and must be filled out each time a parent requests a teacher to administer prescription or over the counter medication to their child.
- Physician's “Return-to-School Slip” - The Facility Director may require a “Return-to-School Slip” signed by a licensed physician after a child has had a contagious illness and/or has been sent home due to conditions found in the “Illness Criteria for Denial of Service” section.

### **6.3 ILLNESS**

Upon arrival at the center, parents are required to inform staff members of any signs and symptoms of illness that the child has been exhibiting at home and of any medication taken before arrival. In addition, parents are required to notify staff whenever their child has been exposed to a communicable illness.

Throughout the day, SFEI staff and teachers will visually screen each child for physical signs and symptoms of illness. Children displaying physical signs and symptoms of illness and children who are not well enough to participate in the daily activities will not be admitted, or will be sent home.

Parents (or emergency contacts) will be notified if their child becomes ill during the day and will be expected to **pick up the child within 30 minutes** of notification. The sick child will be isolated either in a separate area or within the classroom until he/she is picked up. If a child is sent home due to illness, the "Illness Reporting" form will be filled out completely and signed by the parent or emergency contact.

If a child has been sent home or was absent due to illness, a sign is posted on the classroom door indicating the symptom and number of children with that symptom. A notice is also posted on the vestibule door if the illness is contagious. The staff member(s) in the room will also notify any staff members not present when the child was sent home or when the parent(s) called to report an illness as soon as possible, but no later than prior to the next day's operations, to ensure the child is only re-admitted to the room per the criteria specified in Section 6.3.2. The SFEI management shall also be informed of children sent home or reported ill to facilitate tracking, metrics, corrective actions, etc.

If a child is absent without prior notice, a teacher or staff member will call the parents to find out why the child is absent. If illness is the cause, the other procedure(s) noted in this section will be followed.

Parents should notify the school if their child is kept home. Children who are absent due to illnesses are required to follow appropriate procedures for readmission described in the "Re-admission Following Illness" section.

### **6.3.1 Illness Criteria for Denial of Service**

Children will be denied admission or sent home during the day based on the following signs of illness:

- Fever – Body temperature of 100.4 degrees Fahrenheit (F) or higher when taken orally, or 99.4 degrees F or higher axillary. If a child has a high fever (101 deg F or higher orally, 100 deg F or higher axillary), the parents will be notified to pick up their child within 30 minutes. If a child has a low fever (100.4 deg F - 100.9 deg F orally, 99.4 deg F - 99.9 deg F axillary), the staff member will notify the parents, wait 15 minutes, and take the child's temperature again. If the child still has a fever, the parents will be notified to pick up the child within 30 minutes. If the fever has subsided, the child can remain at the center.
- Vomiting
- Persistent Diarrhea – Two or more loose stools in one day. On the first day back after being sent home for diarrhea, a child will be sent home

after the first occurrence of diarrhea that day. The Facility Director, with the concurrence of the child's physician, may allow infants up to 12 months to remain at the center following three abnormal stools if there are no other symptoms of gastroenteritis or viral diarrhea such as fever, vomiting, irritability, dehydration, or lethargy. The infant cannot remain at the center if the condition causes a sanitation problem or causes the staff to neglect the care of the other children.

- Severe cold symptoms – Defined as persistent coughing, fever, sore throat, or yellow or green mucous from the nose or mouth. A child can remain at the center if they have a doctor's note stating they are not contagious.
- Unexplained or unusual skin rashes, blisters, skin eruptions, or discharges – A child can remain at the center if they have a doctor's note stating they are not contagious.
- Child cannot participate in daily activities – Child does not feel well enough to participate in the usual daily indoor and outdoor activities, or requires more attention or individual care than the staff can give without neglecting the other children in the room.
- Child is exhibiting signs and symptoms of contagious disease according to TDFPS's Communicable Disease Chart for Schools and Child-Care Centers available at the front desk or at: [http://www.dfps.state.tx.us/child\\_care/child\\_care\\_standards\\_and\\_regulations/input.asp](http://www.dfps.state.tx.us/child_care/child_care_standards_and_regulations/input.asp). A copy of the chart is also located for reference in Appendix E, Communicable Disease Chart for Schools and Child-Care Centers.

### **6.3.2 Re-Admission Following Illness**

Children may be re-admitted after an illness when the probability of spreading from person to person no longer exists (as defined by TDFPS Readmission Criteria), and when they are well enough to participate in the regularly scheduled daily activities, including outside play. The Director has the prerogative to require a "Return-to School Slip" from a physician for readmission.

The following lists the criteria for readmission to the center:

1. Fever - After 36 hours if the child's temperature has been normal for 24 hours without the use of fever suppressing medication. A child may return sooner if a physician's note is provided stating the child is not contagious.
2. Nausea, vomiting, or diarrhea – A child can be readmitted after the illness has subsided for 24 hours.

3. Infection – After 24 hours from time antibiotic treatment was begun and fever has subsided.
4. Contagious Disease – According to TDFPS's Readmission Criteria (reference Communicable Disease Chart for Schools and Child-Care Centers above)

## **6.4 ALLERGIES**

During enrollment, parents are required to provide medical information about their child, including allergies to food, products, medication, and pets. In addition, if a child develops an allergy after enrollment, parents are required to notify the SFEI staff immediately.

### **6.4.1 Food Allergies**

The menu for items served is published on a weekly basis and distributed to the parents in the center via the children's cubbies, front lobby, and website. When a child has a food allergy, the parents are requested to review the weekly menu, note which items cannot be consumed by the child and inform the teachers in the room. If possible, the kitchen staff will provide an alternate to the food item; otherwise, the parent may provide a substitute. For each child with a documented food allergy, allergy information is posted in the kitchen along with a photograph of the child.

When dealing with food allergies in individual classrooms, parents are asked to inform the other parents in the class when they are bringing in food for the children to share. Also, the teachers will ask parents for a list of ingredients when food is being brought in from home. The teachers will be aware of each child's allergies and will monitor what is served to him/her.

The JSC Child Care Center is required by the Texas Department of Agriculture (under regulations of the United States Department of Agriculture) to provide proof of children with special/dietary needs as well as children/infants with disabilities that are unable to consume certain foods or that need a substitution for foods provided through the child care center. Therefore, parents requesting that their child not consume a certain food item/product must provide a doctor's note stating

- Identification of the medical or special dietary need that restricts the child's/infant's diet;
- Food or foods to be omitted from the child's/infant's diet; and
- Food or choice of foods to be used as substitutions. (substitution to be provided by parent)

*Reference: Texas Department of Agriculture Child and Adult Care Food Program - Child Care Centers Handbook Policy # 4113.5 - [http://squaremeals.org/fn/render/handbooks/handbooks\\_index/0,1524,2348\\_20995\\_0\\_0,00.html](http://squaremeals.org/fn/render/handbooks/handbooks_index/0,1524,2348_20995_0_0,00.html)*

#### **6.4.2 Animal Allergies**

Parents are required to notify the SFEI staff immediately if their child is allergic to any type of animal. If a child is allergic to a type of animal that resides in, or is being brought into the center, the staff will work to prevent exposure of the child to the animals. This is worked on a case-by-case basis and can include removal of the animal from the child's class.

### **6.5 ADMINISTRATION OF MEDICATIONS**

Teachers will administer medication to a child only if an "Administration of Medication Permission" form is filled out and signed by a parent or legal guardian, and if the child has taken the medication before. Forms are available in the classrooms and must be updated weekly.

Over-the-counter medication must be labeled with the child's name and date, and must include appropriate dosing information based on age or weight from the manufacturer or the child's physician. Prescription medicine must be in the original container and be labeled with the child's name, medication name, dosage and administration requirements, physician's name, reason prescribed, prescription number, and storage requirements (i.e., refrigeration requirements).

Staff members will only administer medication to children twice a day, once in the morning and once in the afternoon (reference Room Specific Daily Operation, Section 5.3). If a child requires medication at some other time during the day, a parent will need to come to the center and administer the medication to their child. Staff members will document all medication given to a child noting the time and dosage of each administration. All medication records including "Administration of Medication Permission" forms and instructions from the child's physician will be kept in a designated folder in the child's classroom for 30 days. Subsequently they will be filed in the child's permanent file.

### **6.6 ILLNESS REPORTING**

Illnesses are documented on an "Illness Report" form by the staff member who is caring for the child. The information documented on the form includes date/time, observed symptoms, and actions taken. The form also includes a follow-up section for documenting information obtained/determined after the illness or accident has occurred. This section will be filled out whenever information such as the physician's diagnosis of the problem or any other information deemed pertinent by the teachers and parents is available.

The completed form is signed by the staff member who completed the form, then by both the parent and the Facility Director, and stored in the child's permanent file. If subsequent updates to the form are required, the Director and the parent will initial the updated sections. Note that the parent's signature on the form is intended as an acknowledgement of receipt, not agreement with the contents of the form.

If an illness requires JSC emergency personnel to be called, or a visit to the JSC Clinic, the incident will also be documented on a “JSC mishap” form (JSC Form #NF1627). The “Illness Report” and “JSC mishap” forms (if applicable) are available to the parents upon request.

At monthly board meetings, the Facility Director and Board of Directors review the number and severity of all illnesses that have occurred since the last review. Analysis of the Incident and illness Reports are presented quarterly at board meetings by the SFEI Safety Officer.



## **7.0 HEALTH POLICIES FOR THE STAFF**

In order to ensure a healthy environment for children at the child care center, SFEI staff must clean, repair, and maintain the building, grounds, and equipment. This includes, but is not limited to:

- Setting aside toys and equipment that are placed in children's mouths to be sanitized before handling by another child.
- Machine washing cloth toys, if used, at least weekly and when contaminated.
- Machine washing all linens at least weekly (daily for infants), and when soiled or before another child uses them.
- Sanitizing sleeping equipment before a different child uses it and when soiled.
- Emptying water play tables and toys used in water tables daily, sanitizing and ensuring children and caregivers wash their hands before using the water table.
- Sanitizing table tops, furniture, and other similar equipment used by children when soiled or contaminated with matter such as food, body secretions, or excrement.
- Clearly marking cleaning supplies and other toxic materials, and keeping them separate from food and inaccessible to children.

### **7.1 SANITIZING**

Effective sanitizing requires that the following steps be followed **in order**:

1. Wash item with water and soap.
2. Rinse with clear water.
3. Soak item in or spray on disinfecting solutions (at least 10 minutes).  
Rinse with cool water only those items that children are likely to place in their mouths.
4. Allow the item to air dry.

A disinfecting solution may be made by mixing 1 Tablespoon of bleach per gallon of water. Alternately, the lab bleach/water bottles may be used. If using a self-made bleach solution, it will be prepared daily and it will be in a closed and labeled container.

The teachers will sanitize their rooms as described in the Section 5.0, Daily Operations. After sanitizing, staff members must initial the sanitizing checklist. At the end of the week, the completed checklist form will be turned in to the front desk for the school to file.

## **7.2 HANDWASHING**

**SFEI employees** wash their hands:

- Before eating or handling food or medications
- Before feeding a child
- After arriving at the child care center
- After diapering a child
- After assisting a child with toileting
- After personal toileting
- After handling or cleaning body fluids, such as after wiping noses, mouths, or bottoms, and tending sores
- After handling or feeding animals
- After outdoor activities
- After handling raw food products
- After eating, drinking, or smoking
- After using any cleaners or toxic chemicals

**Children** wash their hands:

- Before eating
- Before and after playing in a water table
- After toileting or having a diaper changed
- After outdoor activities
- After playing in sand
- After feeding or touching animals

### **Hand washing procedure:**

Children 18 months of age and older and all staff must wash their hands with soap and running water. Pre-moistened towelettes or wipes and waterless hand cleaners are not a substitute for soap and running water. A waterless hand cleaner may be used AFTER soap and water if desired.

Until an infant is old enough to be raised to the faucet and reach for the water, staff must wash the infant's hands using an individual cloth or disposable towel with soap, followed by a cloth or disposable towel used to rinse with clear water and dry.

### 7.3 CLEANING UP BODILY FLUIDS

Latex gloves will be used when handling blood, vomit, or other bodily fluids that may contain blood, and when changing all diapers. Gloves are discarded immediately after one use. Staff members wash hands after using and disposing of the gloves. Latex gloves are located at each changing table and replacement boxes may be found in the laundry room.

Vomit will be cleaned up immediately by a teacher or management while the other teacher supervises the kids. Vomit powder will be sprinkled on the area and then swept up. Wet towels and powder will be placed in a red clinic bag and sent to the clinic. The area is then sprayed with Lysol sanitizing spray or bleach solution and allowed to dry. Any brooms and dust pans used for the clean-up will be washed and sterilized after use.

A small blood spill can be wiped up with paper towels while wearing latex gloves. The gloves are immediately discarded after wiping and disposing of used towels in red bags. Used red bags will be dropped off at the JSC Clinic for disposal.

### 7.4 STAFF ILLNESS

The staff will notify the Director or Assistant Director, as well as the other teacher(s) in their room as soon as they are feeling ill. They will not be allowed to come to work or to stay at work if they exhibit any of the symptoms listed in Section 6.3.1, Denial of Service. The Director or Assistant Director will determine when the staff member is ready for return to work using best judgment, and based on Section 6.3.2, Readmission Criteria.

If a staff member is not able to come to work or to stay at work, they should help arrange for a substitute. If the staff member is unable to call and is too ill to make arrangements, someone at the child care center will make arrangements for that staff member.

Staff may use the JSC Clinic for the TB skin test, for the Hepatitis B vaccine, and for quick checks, such as to see if they have an ear infection. For a serious illness, staff members will need to visit a personal physician. Staff members **should inform the director/or assistant director *before*** going to the clinic. If the clinic feels that a staff member is contagious and should not return to work, the director or assistant director and co-workers will be notified. A note will also be posted on the classroom and front lobby door.

### 7.5 VACCINATIONS AND TESTS

#### 7.5.1 TB Skin Test

Texas Department of Family and Protective Services require tuberculosis testing in certain areas. Harris County is not currently required to have TB testing, however if this minimum standard changes, SFEI will require employees to have

TB testing done every two years. SFEI encourages employees to be tested every two years at the JSC Clinic free of charge.

#### **7.5.2 Hepatitis B Vaccine**

All employees of SFEI are offered the Hepatitis B Vaccine at the JSC Clinic at no charge. If a staff member declines, he/she must sign a declination form, which will be kept in her/his personnel file. In the future, if a staff member feels she/he has occupational exposure to blood or other potentially infectious materials and wants to receive the Hepatitis B vaccine, she/he may do so at no charge.

#### **7.5.3 Flu Vaccine**

The JSC Clinic will keep the CCC Director informed of flu outbreaks and will describe employees that might be at high risk. If the clinic feels the teachers qualify for their flu vaccine program, the clinic will inform the director of the procedures to be taken. The CCC will follow JSC clinic procedures.

### **7.6 SMOKING**

Staff members are only allowed to smoke during their breaks or lunch hour. They must go outside and out of sight of the children. Staff members must wash their hands after smoking and must “air out” before entering the classroom. Smoking is not allowed on field trips because of the risk of visual detection by a student and the possible lapse in ratio.

## **8.0 SAFETY POLICIES – CHILDREN AND STAFF**

### **8.1 SFEI SAFETY AND HAZARD REPORTING**

SFEI is dedicated to maintaining a safe and healthy environment at the JSC CCC. If a parent or staff member detects a situation that might result in a death or injury or might cause damage to equipment or property if not addressed immediately, he/she must call the JSC emergency number for assistance at 281-483-3333 (“33333” from an onsite telephone). An SFEI staff member should be notified immediately following the call. If the situation is not an emergency, the procedure below should be followed:

1. Notify the Facility Director or the JSC CCC Facility Manager or Alternate Facility Manager. The current Facility Manager’s name, picture, and contact number are posted in the entryway of the center. If neither the Facility Director nor Facility Manager is available, notify the Assistant Director or the closest SFEI staff member.
2. The Facility Director or Facility Manager will submit a JSC Close Call (NASA reporting system used to document potentially hazardous conditions at JSC) unless the parent or staff member that discovered the hazard opts to do so. If the hazardous condition is related to a current process/procedure or to the actions of an SFEI staff member, the Facility Director will analyze the situation and make the necessary adjustments or corrections. If the hazardous condition is related to a facility or equipment hazard (such as loose tiles, water and gas leaks, unsecured equipment, etc.), the SFEI staff will attempt to remove the hazard. If required, a work request will be submitted to JSC to remove the hazard and the SFEI staff will attempt to isolate the hazard until the work request can be completed (surround the area with safety cones or tape, post warning signs, place a container under the water leak, etc.).
3. If a parent/staff member is not satisfied with the actions taken by the Facility Director, he/she may notify the SFEI Board of Directors. The Board will investigate the situation and respond back to him/her. Contact information for the current Board members may be found on the SFEI web site under “About Us.”
4. If a parent/staff member is dissatisfied with the response of the SFEI Board of Directors, he/she can access the safety reporting mechanisms provided by JSC:
  - a. If not already done, submit a Close Call form directly to JSC. Access to the system and instructions for use can be found on the JSC internal web site under “JSC Close Call System” or by contacting the JSC Safety Office.
  - b. If he/she is dissatisfied with the resolution of the Close Call, contact the JSC Safety Hotline at 281-483-7500.

- c. If he/she is dissatisfied with the response from the JSC Safety Hotline, contact the Center Director's Hotline at 281-483-1234.
5. For more information on JSC's Safety and Hazard Reporting procedures, visit the JSC internal web site or contact the JSC Safety Office.

## **8.2 CLASSROOM AND PLAYGROUND SAFETY RULES**

Safety rules have been established for the classrooms and playground. These rules are taught to the teachers and children (who are old enough to understand) at the beginning of each school year and are reinforced throughout the school year and summer session. The rules are described below.

### **8.2.1 Classroom Safety Rules**

- Cleaning products/chemicals are labeled and kept out of children's reach.
- An emergency action plan is posted by the door of each room.
- Toys are age appropriate.
- Broken toys are discarded.
- Rooms are arranged to eliminate tripping hazards and maintain clear access to the emergency exits.
- Children are encouraged to walk, not run.
- Outlet plugs are covered and out of reach of children.
- Extension cords are not allowed in rooms.
- Mini blind cords are untied and put above the reach of children.
- Medicine is stored in a designated location and out of reach of children.
- Plastic bags are kept out of reach of children. They may be used for dirty diapers and soiled clothes.
- Staff must wear shoes (except in baby room). Children must always have coverings on their feet, unless parents specify bare feet indoors for their infants learning to walk.
- Head counts are done throughout the day, especially when going in and out for recess.
- Sleeping children must be checked every 20 minutes, babies every 5 minutes.

### **8.2.2 Playground Safety Rules for Supervising Staff**

- There must be at least two SFEI staff members on the playground at all times, unless a medical emergency requires one staff member to enter the facility for help.
- The staff-to-child ratio must be maintained.
- A staff member must be stationed at every play structure and area where a child is playing. If there are not enough staff members to cover all of the play areas, the children will be instructed as to which play structures are open and which are closed.
- Children must use the playground restroom only (has outside access) unless enough staff members are present to allow a staff member to escort the child to a classroom.
- First aid supplies must be taken onto the playground.
- Paperwork must not be completed on the playground. Papers/forms requiring parent signature will be left either in the child's cubby or at the Office Manager desk.
- Activities such as face painting, hair braiding, and crafts cannot be performed on the playground unless enough staff members are present to supervise all of the play structures and areas.
- SFEI staff members must ensure that the swing latch is secure on the Toddler swings. Only staff members put children into and take children out of the swings.

### **8.2.3 Playground Safety Rules for the Children**

Staff members will remind the children daily of the following playground safety rules:

- Swing Safety:
  - Do not jump out of swings
  - Sit on swings properly
  - No more than 3 children allowed on the tire swing at one time
  - Only a teacher can push children on the tire swing
- Play Structure Safety:
  - Do not leap off of stairs or platform
  - Go down the slide feet first
  - No toys allowed on the slide

- Bicycle and Wagon Safety:
  - Sit firmly on your seat in the wagon
  - Only two children allowed in the wagon at one time
- Do not stand on the picnic tables
- Do not climb the fence
- Do not dig holes in the playground, only in the sandbox
- Do not carry sticks

### **8.3 INSPECTIONS**

NASA reserves the right to perform inspections as deemed appropriate.

#### **8.3.1 Daily Inspections**

- A teacher from each room will perform a playground walk-through to check for broken toys, cracks, ants, loose debris, and low water. Any work required will be documented and given to the Director to submit as a work order.
- Teachers will inspect classrooms for safety hazards and report findings to the Office Manager in writing.

#### **8.3.2 Monthly Inspection**

- CCC management performs a safety walkthrough of the rooms and playgrounds monthly and reports findings at the next board meeting.
- NASA performs a water quality analysis monthly.

#### **8.3.3 Quarterly Inspection**

- Kelsey Seybold will inspect the child care center under the TDPRS guidelines (for safety and health). A corrective action plan will be given to the Director if needed at the end of the inspection. Posted results will hang on the glass in the lobby.

#### **8.3.4 Yearly Inspections**

- TDPRS inspects the child care center at least once per year. They inspect all rooms, verify ratios, interview the teachers, check the playground, observe employee and children's files, review required records, inspect the school buses, and review field trip procedures.



- The CCC follows all inspections required by the accreditation program and the Director files all subsequent reports.
- Buses undergo yearly preventative maintenance.
- NASA Safety representatives perform a walkthrough annually.
- Every two years, representatives from NASA Headquarters perform a safety and health audit.

#### **8.4 ACCIDENTS AND MEDICAL EMERGENCIES**

The process followed by the SFEI staff in response to accidents that occur at the center depends on the type and severity of the injury. The following paragraphs describe the processes for handling medical emergencies, minor injuries, and head injuries. In all cases where the process includes parent notification, an alternate contact will be notified if the parent(s) cannot be reached. The Director will notify the board in cases where outside intervention, or care, is required.

All medical emergencies, minor injuries, and head injuries are documented by the staff member who is caring for the child on an "Accident Reporting" form. The information documented on the forms includes date/time, observed symptoms or description of accident, and actions taken. The form also includes a follow-up section for documenting information obtained/determined after the incident or accident has occurred. This section will be filled out whenever information such as the physician's diagnosis of the problem or any other information deemed pertinent by the teachers and parents is available.

The completed form is signed by the staff member supervising the child at the time then by both the parent and the Facility Director and stored in the child's permanent file. If subsequent updates to the form are required, the Director and the parent will initial the updated sections. Note that the parent's signature on the form is intended as an acknowledgement of receipt, not agreement with the contents of the form.

If an accident or illness requires JSC emergency personnel to be called or a visit to the JSC Clinic, the incident will also be documented on a "JSC mishap" form (JSC Form #NF1627). The "Accident Reporting," "Illness Report," and "JSC mishap" forms (if applicable) are available to the parents upon request.

A "JSC mishap" form will be filled out for staff member accidents only if they require emergency personnel to be called or a visit to the JSC Clinic.

For children who have an accident that requires a physician's treatment (i.e., stitches, a cast, etc.) the Director will notify TDFPS.

At monthly board meetings, the Facility Director and Board of Directors review the number and severity of all accidents that have occurred since the last review.

The Board of Directors reviews all medical emergencies to ensure existing policies and procedures were followed, and to determine whether or not

preventative or corrective actions need to be performed in order to prevent future occurrences. If they deem it necessary, a formal investigation of the incident will be performed by the Board with the aid of the Facility Director and the JSC Safety Representative for SFEI (where applicable). The findings of the investigation will be documented and provided to the parent(s) of the child involved in the emergency. The Facility Director or parent of the child may also request the Board to conduct a formal investigation. The request should be submitted in writing to the President and include the reasons for the request.

#### **8.4.1 Medical Emergencies**

Conditions that are considered medical emergencies by the SFEI staff include, but are not limited to:

- Concussions
- Difficulty Breathing
- Unconsciousness
- Laceration, either significant in size or bleeding
- Injury to an extremity with obvious deformity
- Head trauma associated with vomiting or altered consciousness

If a child becomes seriously ill or injured while at the JSC CCC, a trained staff member will begin emergency first aid procedures while another staff member calls JSC emergency personnel (281-483-3333, x33333 on-site). The Facility Director or designated alternate will notify the child's parent or emergency contact using information provided on the Contact and Transportation form. In addition to JSC emergency personnel and the child's parent(s), the NASA Safety Representative will be notified by phone or email.

JSC emergency personnel will assume emergency medical support for the child immediately upon their arrival. If medical treatment by a physician is required before the Facility Director is able to reach a parent or emergency contact, the child's physician specified on the Medical Emergency Authorization form will be notified. If the child's physician is unavailable or cannot treat the child in a timely manner as determined by the Director, then the closest licensed physician will be used (i.e., physician from the on-site JSC Clinic).

If the child must be transported to a hospital before the Facility Director is able to reach a parent or emergency contact, the hospital specified on the Medical Emergency Authorization form will be used if possible. A staff member will accompany the sick or injured child and will carry the child's entire file with them in order to provide the child's medical information to the hospital emergency staff.

#### **8.4.2 Minor Injuries**

Minor injuries such as small scratches, cuts, scrapes, and bruises or discoloration of the skin will be reported to the parents at the end of the day. A staff member will apply first aid to minor injuries when required (i.e., soap and water, ice, band-aid). If the injury does not require outside intervention but a staff member is concerned about the severity, the staff will notify the parent by telephone so that the parent can observe the child's injury if desired.

#### **8.4.3 Head Injuries**

For head injuries that are medical emergencies, the process described in the "Medical Emergencies" section above, will be followed.

For all other head injuries (including minor "bumps") the child's parent will be notified. The child will be observed until the parent has been contacted. The child's parent will be informed of the mechanism of injury and the condition of the child, and will be asked to make an assessment of the child or to provide further instruction to SFEI staff. If the parent intends to come to the JSC CCC to assess the child in person, they should arrive within 30 minutes. The child will remain in isolation either in a separate area or within the classroom, and the SFEI staff will monitor his/her condition until the parent arrives. If the parent opts not to come to the JSC CCC, the child will be returned to the classroom.

### **8.5 UNPLANNED CLOSURES AND EVACUATIONS**

On rare occasions, a hazardous condition or threat of a hazardous condition will cause an unplanned closure of the JSC Child Care Center (JSC CCC). Examples of hazardous conditions include fire, chemical release, hazardous weather conditions, terrorist threats/attacks, workplace violence, and extended utility outages. The Director will be notified by NASA Center Operations personnel if an onsite condition, such as a chemical spill, requires evacuation and closure of the JSC CCC. As soon as the decision is made to close the JSC CCC, parents will be notified of the closure time and instructed to pick up their children.

The JSC CCC building will be evacuated immediately if any condition exists such that remaining in the building poses an immediate threat to the children and staff (i.e., fire, chemical release, flooding). At a minimum, the children will be moved out of the building to designated areas surrounding the building. If the Facility Director or JSC emergency personnel determine that the areas surrounding the building are not safe, the children will be moved to an alternate location at JSC (referred to as "on-site") or a predetermined location outside of JSC (referred to as "off-site"). The first choice for on-site relocation is the Gilruth Center. If the Gilruth Center is unsuitable for any reason, the teachers and children will be moved to another location on-site that can accommodate them (such as a cafeteria or auditorium). If JSC emergency personnel determine that conditions

on-site are not safe, the children will be transported to one of the following off-site locations:

#### **St. Paul Catholic Community Church**

Address/Phone: 18223 Point Lookout, Houston, (281) 333-3891

Directions: From JSC Main Gate (off NASA Rd. 1), turn left on Saturn, turn right on NASA Rd. 1, turn left on Point Lookout (between Wendy's and Luby's), go through the stop sign, St. Paul is located on the left hand side of Point Lookout.

#### **Clear Lake Baptist Church**

Address/Phone: 15700 Space Center Blvd, (281) 488-3767

Directions: From JSC Gate 4 (Space Center at Bay Area Blvd.) turn left on Space Center, continue past Bay Area Blvd, Clear Lake Baptist is located on the left-hand side at the corner of Space Center and El Dorado.

These off-site relocation spots were chosen so that the Facility Director will have a choice of exit routes to avoid moving the children through a dangerous area. **Only JSC emergency personnel can determine that the children must be moved to an off-site location.** The vehicles to be used during an evacuation will be coordinated by the Facility Director and the JSC Transportation Officer (JB7, X36500). If JSC Security resources permit, an escort from security will accompany the evacuation vehicles to the relocation area. Relocation to the Gilruth Center may not require vehicle transportation. If weather and time permit, the children can be escorted to the Gilruth Center by the JSC CCC staff. If the children and staff have been moved to an on-site or off-site location, parents will be notified and informed as to whether or not the JSC CCC is officially closing.

The following sections detail the reasons that the JSC CCC would close during normal operating hours, how parents are notified of unplanned closures, the requirements for picking up children, and what sources are available to parents for obtaining closure or evacuation information.

**Refer to Appendix D, Emergency Evacuation Plan for supplemental information.**

### **8.5.1 Reasons for Unplanned Closures**

The JSC CCC will close during normal operating hours if one of the following occurs:

**1. JSC has officially closed any portion of site that includes the JSC CCC building:**

The JSC CCC is located on the property of NASA JSC and therefore must abide by the rules and regulations set forth by JSC. If JSC officially closes any portion of site that includes the JSC CCC building, JSC CCC must also close and the children and staff must leave the building. Closure is based solely on the directive of JSC to close, not on whether or not the parents have been released from work. Once the Facility Director has received direction from JSC to close, parents will be notified to pick up their children at the JSC CCC building. However, parents should note that JSC emergency personnel could, at any time, require that the building be evacuated immediately. If this occurs, the JSC CCC staff must comply and move the remaining children to an on-site or off-site location as dictated by JSC emergency personnel.

**2. The children and staff have been evacuated to the Gilruth Center and cannot return to the JSC CCC building within a reasonable time frame:**

If the children have been moved to the Gilruth Center and must remain away from the JSC CCC building for any period of time beyond which reasonable care of the children can be provided, the JSC CCC will close. Parents will be notified to pick up their children at the Gilruth Center. Examples of “reasonable care” include being able to adequately feed the children, change their diapers, and provide a location for the children’s naps.

**3. The children and staff have been evacuated to a location other than the Gilruth Center:**

If the children have been moved to any on-site or off-site location other than the Gilruth Center, the JSC CCC will close and the parents will be notified to pick up their children at the relocation spot. If the hazardous condition that caused evacuation of the JSC CCC building also extends to the Gilruth Center area, then the chances of being able to return to the building within a reasonable time frame are remote.

**4. An extended utility outage at the JSC CCC building has occurred and conditions are such that proper care of the children cannot be provided:**

If the JSC CCC building suffers a utility outage (such as power or water), the JSC CCC may have to close. The closure will be based on the effects of the outage, how long the outage will last, and in some cases what time of year the outage has occurred. For example, if the air conditioner breaks during the middle of August and remains off for several hours, the heat may become unbearable or harmful to the children. During a utility outage the center will attempt to stay open for as long as possible.

### **8.5.2 Parent Notification and Child Pick-Up Requirements**

As soon as the decision to close the JSC CCC has occurred, the Facility Director will contact the room captains who in turn will contact all parents within their assigned room to inform them that their children are to be picked up. The room captains will provide the closure time and the location of the children. When the JSC CCC is closing due to a JSC site closure, the official closure time of the JSC CCC will be set to 30 minutes after the official closure time of JSC. For all other circumstances, the official closure time of JSC CCC will be set to 30 minutes after the Facility Director has notified all of the room captains. Parents will be expected to pick up their children by the official closing time of the JSC CCC. If children have not been picked up within 30 minutes after the JSC CCC closing time, the parents will be charged a late pick-up fee as if they were picking their child up late from school. Payment is made directly to the caregiver in cash at the time of pick-up or the next time the child is brought to the center. If a parent cannot be reached, the room captains will attempt to contact the emergency contacts provided by the parents during enrollment.

### **8.5.3 Sources of Information During Unplanned Closures and Evacuations**

Whenever the JSC CCC is closing and/or the children are being evacuated, the Facility Director will contact the JSC Security Dispatcher and the JSC Public Affairs Office (PAO) to disseminate all pertinent information to the JSC Security Guards and the JSC Employee News Service Lines. If possible, a recorded message will also be added to the answering machine at (281) 483-4734 (JSC CCC main number) and a note posted on the front door of the JSC CCC. The following lists alternate sources that can be used by parents to obtain information concerning unplanned closures or evacuations:

1. JSC CCC Facility Director (281) 413-4633 (cell phone)  
(281) 792-6031 (office)
2. JSC Security Guards Located at the JSC gates
3. JSC Emergency Operations Center (EOC):
  - JSC Emergency Information Line (281) 483-3351
  - Toll Free JSC Emergency Information Line (877) 283-1947
4. JSC Public Affairs Office (PAO):
  - PAO JSC Employee News Service (281) 483-6765 (recorded message)
  - NASA Broadcast News Recording (281) 438-8600 (recorded message)
5. Gilruth Facility Manager, Emilce Vest (281) 483-0308 or (281) 214-3377 cell

## **APPENDIX A: TUITION AND FEES**

<b>Tuition Rates Effective 10/5/10</b>		
<b><u>Room</u></b>	<b><u>Monthly</u></b>	<b><u>Bi-monthly</u></b>
	<b><u>Rate</u></b>	<b><u>Rate</u></b>
Rm 1	\$926	\$463
Rm 2	\$870	\$435
Rm 3	\$870	\$435
Rm 4	\$784	\$392
Rm 5	\$784	\$392
Rm 6	\$758	\$379
Rm 7	\$758	\$379
Rm 8	\$758	\$379
Rm 9	\$758	\$379

\* Bi-monthly tuition payments are due on the first and fifteenth of each month

<b>Item</b>	<b>Fee</b>	<b>SOP Section</b>	<b>Comments</b>
SFEI Membership Fee	\$25/year	1.3	Due on October 1 of each year.
SFEI Security Deposit	\$250/family	4.2	Due upon enrollment of first child. If a family enrolled a child when the deposit was \$100, they will need to pay the difference (\$150) if/when subsequent children are enrolled. The full amount will be refunded upon withdrawal of the family's last enrolled child if a minimum of 2 weeks' notice is provided in writing.
Late Pick-Up Fee	\$5/child every 15 minutes	2.3	Refer to handbook section for full description.
Late Tuition Fee	\$5/week	3.19.2	Refer to handbook section for full description.
Returned Check Fee	\$25/check	3.19.3	Applies to any check written to SFEI.
Meal Prices for Parents	\$2/breakfast, \$3/lunch	3.14	Children's meals are included in tuition.

- (minimum age: 6 weeks)
- The fourth dose may be administered as early as age 12 months, provided at least 6 months have elapsed since the third dose.
  - Administer the final dose in the series at age 4 through 6 years.
4. ***Haemophilus influenzae* type b conjugate vaccine (Hib).** (Minimum age: 6 weeks)
- If PRP-OMP (PedvaxHIB or Comvax [HepB-Hib]) is administered at ages 2 and 4 months, a dose at age 6 months is not indicated.
  - TriHibit (DTaP/Hib) and Hiberix (PRP-T) should not be used for doses at ages 2, 4, or 6 months for the primary series but can be used as the final dose in children aged 12 months through 4 years.
5. **Pneumococcal vaccine.** (Minimum age: 6 weeks for pneumococcal conjugate vaccine [PCV]; 2 years for pneumococcal polysaccharide vaccine [PPSV])
- PCV is recommended for all children aged younger than 5 years. Administer 1 dose of PCV to all healthy children aged 24 through 59 months who are not completely vaccinated for their age.
  - Administer PPSV 2 or more months after last dose of PCV to children aged 2 years or older with certain underlying medical conditions, including a cochlear implant. See *MMWR* 1997;46(No. RR-8).
- For children aged 12 months through 12 years the minimum interval between doses is 3 months. However, if the second dose was administered at least 28 days after the first dose, it can be accepted as valid.
10. **Hepatitis A vaccine (HepA).** (Minimum age: 12 months)
- Administer to all children aged 1 year (i.e., aged 12 through 23 months). Administer 2 doses at least 6 months apart.
  - Children not fully vaccinated by age 2 years can be vaccinated at subsequent visits
  - HepA also is recommended for older children who live in areas where vaccination programs target older children, who are at increased risk for infection, or for whom immunity against hepatitis A is desired.
11. **Meningococcal vaccine.** (Minimum age: 2 years for meningococcal conjugate vaccine [MCV4] and for meningococcal polysaccharide vaccine [MPSV4])
- Administer MCV4 to children aged 2 through 10 years with persistent complement component deficiency, anatomic or functional asplenia, and certain other conditions placing them at high risk.
  - Administer MCV4 to children previously vaccinated with MCV4 or MPSV4 after 3 years if first dose administered at age 2 through 6 years. See *MMWR* 2009;58:1042–3.

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The Recommended Immunization Schedules for Persons Aged 0 through 18 Years are approved by the Advisory Committee on Immunization Practices (<http://www.cdc.gov/vaccines/recs/acip>), the American Academy of Pediatrics (<http://www.aap.org>), and the American Academy of Family Physicians (<http://www.aafp.org>).  
 Department of Health and Human Services • Centers for Disease Control and Prevention



## ***APPENDIX C: EMERGENCY ACTION PLAN***

The JSC Child Care Center (CCC), Building 211, provides child and infant care for employees of the Johnson Space Center and consists of offices, play and rest areas, a dining room, kitchen and bathrooms, and a mechanical/utility area. Daily average occupancy includes 29 paid staff, 10 infants, 22 toddlers, and 80 children 2 to 5 years.

### **Purpose**

For Building 211, this plan covers the mandatory elements of OSHA 29 CFR 1910.38 (a), Emergency Action Plan, and provides for the actions supervisors and employees must take to assure safety during a fire or other emergency.

### **Scope and application**

This document is applicable to Building 211 and identifies the actions to take when an emergency occurs. A more comprehensive view of JSC's emergency action policy and planning is to be found in JHB 1700, JPG 1700.1, JSC Safety and Health Handbook and JSC-05900, JSC Emergency Preparedness Plan.

### **Mandatory elements of 29 CFR 1910.38(a)**

#### **Emergencies to reasonably expect in the workplace.**

In Building 211, the emergencies most likely to interrupt normal operations are fire and severe weather (tornadoes and flooding). Threats of external hazardous chemical release, terrorist bombing, or workplace violence exist to a much lesser degree but are not typical. Hurricanes do not pose an immediate threat since there is usually sufficient advance warning. Contact the JSC Security Office for information on security threats and the JSC Office of Emergency Management for hurricane planning information or hazardous chemical vulnerabilities.

#### **Emergency escape procedure and emergency escape route assignment.**

The procedure for emergency escape from Building 211 is to immediately exit the building when alerted to do so by either the fire alarm or a coworker. The Director will close interior doors after the teachers have escorted the children from the building using the routes posted in each room. If it is safe to do so, the Building 211 Fire Warden will search the entire building, including bathrooms and closets to assure no one is left behind. Room 1 will be rolled out in cribs through the front door to the grassy area past the front parking lot. Room 2 will be escorted through the front door to the grassy area past the front parking lot. The Office Manager will help Room 1 and the Assistant Director will help Room 2. Rooms 3, 4, 5, 6, cafeteria, and indoor playroom will exit to the east assembly area at the playground along the back fence. Rooms 8 and 9 will exit through the

cafeteria exit doors and head to the east assembly area at the playground along the back fence. Room 7 will exit out through the cafeteria exit doors and go east to the fence line of the back playground. Children and teachers will remain at least 75 feet away from the building until instructed otherwise. Staff and children will avoid lingering in the parking lot, as these areas may be needed for emergency equipment.

The Facility Evacuation Plan is located in each of the classrooms, the cafeteria, the main lobby, the indoor play area, and the teacher's lounge.

**Tornadoes** - Emergency escape from tornadoes involves retreating from window areas, closing doors, and taking refuge in protected areas in the core of the building. Protective areas are defined as the best available space for occupant safety, and should not be considered as tornado resistant. When a tornado warning is given, occupants should quickly move to interior rooms with at least two walls separating that room from the outside or into small interior rooms with closely spaced interior walls (hallways, interior bathrooms, isolated areas, dining room). The table below shows the locations that each room will retreat to. If there is time, mattresses, pillows, and blankets should be used to cover children and for additional protection. Children should be instructed to cover their face with hands and crouch low to the floor until the ALL CLEAR is sounded. Teachers should check attendance and the Director or a lead teacher will carry roll-call sheets and parental emergency contact numbers for all children.

Table  
Safe Haven Locations and Room Assignments

Name of Room	Emergency Location
Room 1	Nursing Room
Room 2	Men's Restroom
Room 3	Men's Restroom
Room 4	Computer Lab
Room 5	Kitchen
Room 6	Ladies Restroom
Room 7	Computer Lab
Room 8	Storage Room
Room 9	Office Administration Room
Office Administration	Office Administration Room
Assistant Director	Ladies Bathroom
Office Manager	Storage Room

## **Accountability for personnel following evacuation**

It is important that all building occupants be accounted for in an evacuation. Teachers will conduct a head count at assembly areas using the roll sheet from their classroom. Missing employees or children will be reported immediately to the director or emergency responders.

## **Reporting fires and other emergencies that necessitate evacuation**

Pull the handle of the nearest fire alarm box to activate standard fire bells internal to Building 211. These bells have one meaning: evacuate the building immediately. If the bells do not ring, start a manual evacuation by using the intercom or by shouting a warning about the fire. When it is safe to do so, immediately call the JSC Emergency Dispatch Center (EDC) by dialing x33333 and report details. **Do Not** fight the fire unless you are trained and only after the emergency number x33333 has been called. Make sure you stay between the nearest exit and the fire at all times. If the fire is successfully extinguished, notify the EDC, but emergency responders will continue to Building 211 to verify the threat has ended.

## **Training**

The director shall review with CCC employees parts of this plan that are necessary for the employee's protection and the children in their care during an emergency, including the applicable evacuation route maps posted in interior rooms. This plan and the evacuation route maps shall be reviewed upon initial assignment of the CCC employee to Building 211, when the employee's responsibilities under the plan change or as the plan or evacuation route maps are changed. Fire Wardens will be trained according to center policy to supervise orderly evacuation including assuring the evacuation of persons with disabilities, and assuring the posting of evacuation route maps.

## **Director's Responsibilities**

The Director will take the emergency numbers and parent sign in forms and meet with teachers and children. The Director will poll the lead teachers to verify the results of their head count.

## **Emergency Warnings**

In the event of an emergency, you may hear any one of the following sounds:



**Fire Alarms** – Always requires the immediate evacuation of the building and assembly in the designated areas. Fire Wardens completing a sweep of their assigned area will follow up alarms.



**Natural Gas Horns** – Use of these compressed air horns provides an intrinsically safe method of notifying employees of a Natural Gas event. This also requires the immediate evacuation of the building and assembly in the designated areas. Fire Wardens will again complete a sweep of their assigned areas.



**JSC Emergency Warning System (EWS)** – Use of the EWS system may require actions such as shelter in place or may disseminate critical information. The system is located outdoors and is normally a warning to go inside the nearest substantial building for protection. See attachment A for siren tone meanings. **Do Not** enter a building when the building's internal alarm is sounding; and **Do Not** enter a building and activate the building fire alarm pull box if the danger is outside.

When you hear, or are notified about any of the above situations, immediately take appropriate protective actions. Alert others who may not have heard or understood the sound to also take the appropriate actions. Notify the FM and/or supervisor. Call the emergency number only if you have critical information to provide. The JSC Television and Emergency Information Line (281-483-3351) will provide additional information, as it becomes available.

### **Other Potential Emergencies at the CCC**

**SINGLE CHILD EMERGENCY** - If a child becomes seriously ill or injured while at the CCC, a staff member will begin emergency first aid procedures while another staff member calls the JSC emergency number (x33333). Emergency personnel will assume emergency medical support for the child on arrival. When possible, the staff member to whom the child is primarily assigned will stay with the child, while the floater assists with the group. If the child must be transported to the hospital, the staff member accompanying the injured child will carry the child's entire file with them. The director or a designated alternate will notify parents using the parental emergency contact numbers.

**NATURAL GAS** - Natural gas is used in the in the kitchen and for heating in the Child Care Center. Natural Gas is colorless and odorless, however an olfactory agent called Mercapton has been added to allow individuals to be able to more easily detect a gas leak.

If you smell natural gas, **Do Not** pull the fire alarms. Also, **Do Not** use a phone to notify personnel unless you are certain you are well away from any gas. These two means of notification are **NOT** intrinsically safe in a natural gas event. Remember that the odor, thereby decreasing your sensitivity to it, can easily overwhelm your sense of smell.

If there is a strong, unquestionable natural gas odor, begin manual evacuation or “natural gas horn” evacuation of the building.

Once you are in a safe location call the JSC Fire & Security Dispatch Center (**x33333**) and explain the nature of the emergency. You **may** be put on hold and hear music if a conference call to 911 is necessary.

Move at least 75 feet away from the facility. The emergency will dictate if that distance needs to be increased. **Do Not** attempt to return to the facility without proper authorization.

**BLOOD BORNE PATHOGENS** - Blood borne pathogens can be deadly. If you see blood or other bodily fluids, maintain a safe distance, call 33333, and barricade the immediate area to keep others from being exposed until JSC personnel arrive that are certified to clean up this type of spill. Do not attempt to clean the area yourself unless you have been properly trained to do so. If you experience direct exposure to the eyes, mouth, or other mucus membrane, flood the area with water for 15-20 minutes or wash with soap and go to the JSC Clinic for post-exposure follow-up.

**FLOOD AND SEVERE WEATHER** - In the event of flooding or other severe weather conditions, the director will notify parents (through the room captains) to pick up their children within 30 minutes. Teachers will remain in the center with the children until picked up.

**HURRICANE** - The Child Care Center will not open for business when JSC is closed by the center director or if a HURRICANE WARNING is in effect before 7:00 AM, whichever occurs first. If severe weather conditions worsen while the CCC is open during a potential severe weather event, the director will notify parents through the room captains to pick up their children within 30 minutes of notification. SFEI will follow JSC guidelines for hurricane preparedness. The Child Care Center will remain closed until the center director reopens JSC for normal operations. Information on JSC opening and closing can be obtained from the JSC Emergency Information Line at telephone 281-483-3351.

**UNPLANNED ELECTRICAL OUTAGE** - When an unplanned electrical outage occurs, personnel may remain in the building since there is sufficient ambient lighting during the normal operating hours of the Child Care Center to allow for safe movement and building evacuation. Flashlights and emergency lighting are available in the interior restrooms, which are the only rooms that ambient lighting is not sufficient. **DO NOT USE FIRE ALARM PULL BOXES TO EVACUATE**

**THE BUILDING FOR UTILITY OUTAGES.** The Facility Manager may determine that evacuation is necessary. If an evacuation is determined to be necessary, the director will notify parents through the room captains to pick up their children within 30 minutes of notification. The Houston Fire Department will be notified by the EOC to assist in evacuation of employees requiring rescue assistance. Evacuation of the building does not mean employees are released from duty. FMs are responsible for announcing the decision to evacuate their facility. Employees will turn off electrical equipment normally turned off at the end of each duty day (i.e., coffee pots, etc.) before evacuation.

### **Relocation**

Reference Section 8.5, Unplanned Closures and Evacuations for more information on the off-site evacuation locations and procedures.

### **Return to Work**

Staff and parents should assume that normal activities will resume at the beginning of the next workday unless other information is provided by the news media.

PAO and the Hurricane Command Post will provide recorded messages about the center's status on JSC Code-A-Phones as follows:

**Employee News Service: 281-483-6765**

**Emergency Information Line (EIL): 281-483-3351**

**Toll Free EIL: 1-877-283-1947**

Staff and parents should monitor local news media stations such as KTRH-AM Radio (740 AM) for current conditions and return to work information at JSC.

The center will not re-open for normal operations or visitors until a damage assessment determines that areas are secure and it is safe.

Whenever a portion or all of the center has suffered severe damage, return to work decisions may be delayed until senior management, safety, and Center Operations Directorate engineers complete repairs or locate suitable temporary office space.

Whenever the center or portions thereof are closed for extended periods of time (other than furlough), unless employees are on leave (annual, medical, administrative, etc.) approved by a supervisor, they will be required to report in by telephone or at a designated location twice daily using the Organization Telephone List in this plan.

At a minimum, employees will be briefed on issues of primary concern such as pay, health benefits, etc., at the earliest possible time.

***APPENDIX D: COMMUNICABLE DISEASE CHART FOR  
SCHOOLS AND CHILD-CARE CENTERS***



## Communicable Disease Notes

### Communicable Disease Notes

Communicable diseases are those that can be passed from one person to another. They are caused by bacteria, viruses, fungi, and parasites. Some communicable diseases are mild, while others can be life-threatening. It is important to understand how these diseases are spread and how to prevent them.

#### How Communicable Diseases Spread

- **Direct contact:** This occurs when an infected person touches or has contact with a susceptible person. Examples include coughing, sneezing, or sharing food and drink.
- **Indirect contact:** This occurs when an infected person touches a surface that has been touched by a susceptible person. Examples include touching a doorknob or a piece of clothing.
- **Airborne:** This occurs when an infected person releases droplets into the air that are inhaled by a susceptible person. Examples include coughing, sneezing, or talking.
- **Vector-borne:** This occurs when an infected person is bitten by an insect that carries the disease. Examples include mosquitoes, ticks, and fleas.

Communicable Disease	How it Spreads	Prevention	Treatment
Common Cold	Direct contact, Airborne	Wash hands, Avoid close contact	Rest, Hydration
Flu	Direct contact, Airborne	Wash hands, Get vaccinated	Rest, Hydration, Antiviral drugs
Strep Throat	Direct contact, Airborne	Wash hands, Avoid sharing food and drink	Antibiotics
Scarlet Fever	Direct contact, Airborne	Wash hands, Avoid sharing food and drink	Antibiotics
Measles	Airborne	Get vaccinated, Avoid close contact	Vaccines
Mumps	Direct contact, Airborne	Wash hands, Avoid sharing food and drink	Vaccines
Whooping Cough	Direct contact, Airborne	Wash hands, Avoid sharing food and drink	Antibiotics
Chickenpox	Direct contact, Airborne	Wash hands, Avoid sharing food and drink	Antibiotics
Shingles	Direct contact, Airborne	Wash hands, Avoid sharing food and drink	Antibiotics
Herpes	Direct contact, Airborne	Wash hands, Avoid sharing food and drink	Antibiotics
HIV/AIDS	Direct contact, Blood	Use condoms, Get tested	Antiretroviral drugs
Tuberculosis	Airborne	Get vaccinated, Avoid close contact	Antibiotics

#### Prevention

- **Wash hands:** Wash hands frequently with soap and water for at least 20 seconds.
- **Avoid close contact:** Avoid close contact with infected people.
- **Get vaccinated:** Get vaccinated against communicable diseases.
- **Use condoms:** Use condoms to prevent the spread of HIV/AIDS.
- **Get tested:** Get tested for communicable diseases.

#### Treatment

- **Rest:** Rest is important for recovery from communicable diseases.
- **Hydration:** Stay hydrated to help the body fight off infection.
- **Antibiotics:** Antibiotics are used to treat bacterial infections.
- **Antiviral drugs:** Antiviral drugs are used to treat viral infections.
- **Vaccines:** Vaccines are used to prevent communicable diseases.
- **Antiretroviral drugs:** Antiretroviral drugs are used to treat HIV/AIDS.

#### When to Seek Medical Attention

- **Severe symptoms:** Seek medical attention if symptoms are severe or worsening.
- **Duration:** Seek medical attention if symptoms last longer than expected.
- **Complications:** Seek medical attention if complications develop.
- **Underlying conditions:** Seek medical attention if you have underlying health conditions.
- **Pregnancy:** Seek medical attention if you are pregnant.
- **Age:** Seek medical attention if you are very young or very old.

#### Additional Notes

- **Isolation:** Isolation is important to prevent the spread of communicable diseases.
- **Quarantine:** Quarantine is important to prevent the spread of communicable diseases.
- **Reporting:** Reporting communicable diseases is important for public health.
- **Research:** Research is ongoing to develop new treatments and vaccines for communicable diseases.

#### Conclusion

Communicable diseases are a major public health concern. Understanding how they spread and how to prevent them is essential for protecting our health and the health of our community. By following these guidelines, we can reduce the risk of communicable diseases and keep ourselves and our loved ones safe.

## Communicable Disease Chart for Schools and Child-Care Centers

This chapter contains information for schools and child-care centers. It provides information on how to prevent, control, and eliminate communicable diseases in schools and child-care centers.

Communicable Disease	Prevention	Control	Elimination
<b>Common Cold</b>	Wash hands frequently with soap and water for at least 20 seconds. Avoid close contact with infected people. Get vaccinated against influenza.	Isolate infected children. Clean and disinfect surfaces. Notify parents of infected children.	None
<b>Flu</b>	Wash hands frequently with soap and water for at least 20 seconds. Avoid close contact with infected people. Get vaccinated against influenza.	Isolate infected children. Clean and disinfect surfaces. Notify parents of infected children.	None
<b>Strep Throat</b>	Wash hands frequently with soap and water for at least 20 seconds. Avoid sharing food and drink with infected people.	Isolate infected children. Clean and disinfect surfaces. Notify parents of infected children.	None
<b>Scarlet Fever</b>	Wash hands frequently with soap and water for at least 20 seconds. Avoid sharing food and drink with infected people.	Isolate infected children. Clean and disinfect surfaces. Notify parents of infected children.	None
<b>Measles</b>	Get vaccinated against measles. Avoid close contact with infected people.	Isolate infected children. Clean and disinfect surfaces. Notify parents of infected children.	None
<b>Mumps</b>	Get vaccinated against mumps. Avoid close contact with infected people.	Isolate infected children. Clean and disinfect surfaces. Notify parents of infected children.	None
<b>Whooping Cough</b>	Get vaccinated against whooping cough. Avoid close contact with infected people.	Isolate infected children. Clean and disinfect surfaces. Notify parents of infected children.	None
<b>Chickenpox</b>	Get vaccinated against chickenpox. Avoid close contact with infected people.	Isolate infected children. Clean and disinfect surfaces. Notify parents of infected children.	None
<b>Shingles</b>	Get vaccinated against shingles. Avoid close contact with infected people.	Isolate infected children. Clean and disinfect surfaces. Notify parents of infected children.	None
<b>Herpes</b>	Get vaccinated against herpes. Avoid close contact with infected people.	Isolate infected children. Clean and disinfect surfaces. Notify parents of infected children.	None
<b>HIV/AIDS</b>	Use condoms. Get tested for HIV/AIDS.	Isolate infected children. Clean and disinfect surfaces. Notify parents of infected children.	None
<b>Tuberculosis</b>	Get vaccinated against tuberculosis. Avoid close contact with infected people.	Isolate infected children. Clean and disinfect surfaces. Notify parents of infected children.	None

This chapter contains information for schools and child-care centers. It provides information on how to prevent, control, and eliminate communicable diseases in schools and child-care centers.